Wesley Homes Lea Hill is currently seeking a full-time Human Resources Generalist to support our employees, managers, and HR team.

The Human Resources Generalist is an HR professional responsible for supporting the Lea Hill Campus HR needs. Lea Hill is located near a major medical center yet on a park-like campus, the setting is beautiful. This position will report to the Lea Hill Campus Administrator with a dotted line to Corporate Human Resources in order to ensure the application of consistent HR policies and practices across the organization.  The incumbent is responsible for full-cycle recruitment and onboarding, employee file set-up and management, HR systems data entry and iPay administration, coordination of the performance review process, benefits coordination, workers compensation administration, employee relations and manager coaching, policy implementation and overall employment law compliance.

ESSENTIAL FUNCTIONS

Performs full-cycle recruitment for Lea Hill Campus positions in partnership with department managers. Carries forth company branding in recruitment and on-boarding efforts and manages third party vendor relationships and costs for job postings.  Verifies employment eligibility, performs background and reference checks and conducts weekly new-hire paperwork sessions providing mandatory compliance training upon hire to all new employees.  Coordinates attendance at Company Orientation.

Provides professional HR consultation and coaching to managers on employee relations, performance management and compliance issues.  Interprets and consistently applies HR policies and practices across the organization. Assists managers with employee performance coaching and disciplinary process. Consults with Corporate HR on serious and/or escalated employee relations matters and terminations.

Coaches managers and employees on FMLA, WFCA, WFLA, LOAs. Manages and administers leave process for assigned division(s). Consults with Corporate HR on non-standard leave matters and all ADA accommodations.

Assists employees with basic benefits questions, provides eligible employees benefits packets, ensures timely completion of forms and partners with Corporate HR in the administration and timely enrollment and termination of benefits.

Keeps VP of HR and/or HR Consultant informed of issues that impact the delivery of HR services and the achievement of organizational objectives

Performs data entry with accuracy and efficiency in HR, E-Verify, Payroll, I-Pay, Timekeeping and Applicant Tracking Systems.

HIRING REQUIREMENTS

◦Bachelor’s degree in Human Resources or related field.

◦ PHR or SHRM-CP Certification required.

◦ Previous HR Generalist experience required.

◦ A minimum of 5 years professional level HR experience.

◦ Employee relations experience – demonstrated manager coaching and training.

◦ Healthcare and/or hospitality recruitment experience preferred.

◦ Ability to pass a pre-employment drug test and DSHS background check.

PHYSICAL DEMANDS

◦Standard working environment involves the administrative office area.

◦Position requires repetitive motion such as working on computer terminal.

◦Ability to stand, sit, occasionally bend, and occasionally lift 20lbs as necessitated by the job responsibilities.

◦Some local travel is required- ability to occasionally drive own car.

Benefits for this full-time position include Medical/Dental/Vision Insurance, Life Insurance, Paid-Time Off (PTO), Paid Holidays, Employee Assistance Program, 403b Retirement Savings Plan and more!

Wesley Homes is a not for-profit organization that provides a network of services offering a continuum of care for older adults. It is affiliated with the Pacific Northwest Annual Conference of the United Methodist Church.

Retirement Communities and Health Services for (and by) people who love life.

Wesley Homes has a non-discrimination policy and is an Equal Opportunity Employer.