



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Human Resources Generalist Job Description

Full-time

Reports to: Executive Director

CRESCENT COVE:

The mission of Crescent Cove is to offer care and support to children and young adults with a shortened life expectancy, and to their families who love them. Crescent Cove is Minnesota's first residential children's respite and hospice home, which opened in May 2018 in Brooklyn Center. The Home provides short, 1-7 day respite breaks for children with life-threatening conditions, as well as sacred space beyond the hospital or home environment for compassionate care at the end-of-life. Crescent Cove provides support services such as massage, music, and art therapy, spiritual care and healing touch, and support groups for families caring for a child with a life-threatening condition.

Position Description

Crescent Cove prides itself on a culture of trust, teamwork, compassion, and a singular focus on meeting families' needs. This position is key to creating a healthy culture where employees feel supported so they can provide loving compassion to children and families. This position also plays a role in ensuring a welcoming environment upon entrance at Crescent Cove. The HR Coordinator is a member of our staff Leadership Team along with others who report to the Executive Director and also works closely with our finance manager and director of nursing.

Primary Job Responsibilities

- Provide personnel support and lead performance development and improvement process to ensure employee retention
- Manage benefits enrollment and administration for employees
- Maintain and update employee files and employee handbook and policies.
- Recruit new candidates to Crescent Cove to fill open positions. This may include representing Crescent Cove at career fairs, facilitating open houses, and other recruitment tactics, with consideration to recruiting candidates of protected classes.
- Manage hiring, firing, mentoring and disciplining employees, including background checks
- Facilitates the on-boarding process for new employees and exiting process for departing employees
- Implement and support employee health and well-being programs
- Oversee and initiate annual review/appraisal process

- Leads the “Sunshine Committee,” the internal committee that recognizes employees’ anniversaries, birthdays, and supports a culture of caring.
- Supports the admin and leadership teams in facilitating meetings, gatherings, and events and creating a welcoming and hospitable organization.
- Oversee and process payroll bi-weekly
- Facilitates communication with vendors and suppliers, especially in managing support provided by our outsourced technology vendor.
- Support the Finance Manager and auditor on annual audit
- Coordinate work provided by outsourced IT vendor
- Pays invoices and makes deposits

QUALIFICATIONS:

- Minimum of a 2-year associates degree and 5 years of working experience in HR related role.
- Understanding of personnel legalities.
- Self-sufficient, self-starter able to work independently and identify/prioritize tasks
- Resilient, flexible, and able to adapt to ever-changing circumstances and responsibilities
- Excellent organizational skills, attention to detail, thoroughness, and a desire to be accurate
- Respect and ensure the privacy of families, staff, and donor information.
- Effective interpersonal communication skills displayed through strong listening, writing, and speaking abilities
- A working knowledge of Google Suite and Microsoft Office interchangeably.
- Ability and willingness to learn new software packages as they will be responsible for working with donor management software (Network For Good) financial software (QuickBooks), Payroll software (KPay)
- Knowledge of nonprofit and healthcare operations preferred
- Knowledge and experience mentoring and coaching employees