



**MAKING MOMENTS COUNT
FOR KIDS & FAMILIES**

Human Resources Generalist Job Description

32 Hours per week

Reports to: Executive Director

Salary Range: \$49,544 - \$55,444 DOE

CRESCENT COVE:

The mission of Crescent Cove is to offer care and support to children and young adults with shortened life expectancies, and to their families who love them. Crescent Cove is Minnesota's first and only residential children's respite and hospice home, opened in May 2018 in Brooklyn Center. This joyful home-away-from-home is a place where children and families feel embraced, assured and celebrated.

Kids and young adults, 0-21 years old, are able to stay in one of five bedrooms for overnight respite and, as needed, a sacred place for end-of-life. Nursing professionals trained in pediatric palliative care are on-site to provide daily care, and Crescent Cove has a network of therapists to engage kids through music, art, or pet therapy, healing touch, spiritual care and hydrotherapy.

There is tremendous demand for this innovative model of care. Crescent Cove is planning for a second facility by 2028.

Position Description

Crescent Cove prides itself on a culture of trust, teamwork, compassion, and a singular focus on meeting family's needs. This position is key to creating a healthy culture where employees feel supported so they can provide loving compassionate care to children and families. This position also plays a role in ensuring a welcoming environment upon entrance at Crescent Cove. The HR Generalist 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

- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Conduct or acquire background checks and employee eligibility verifications.
- 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.

- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Participate in the planning, execution and documentation of mandatory and non-mandatory education for all staff.
- Facilitate the on-boarding process for new employees and exiting process for departing employees.
- Provide personnel support and lead performance development and improvement process to ensure employee retention.
- Administer and initiate annual review/appraisal process.
- Manage benefits enrollment and administration for employees.
- Maintain and update employee files and employee handbook and human resources-related policies.
- Assist in the development of a mentorship program.
- Implement and support employee health and well-being programs.
- Lead the “Sunshine Committee,” the internal committee that recognizes employees’ anniversaries, birthdays, and supports a culture of caring.
- Oversee and process payroll and benefits.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Facilitate 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.
- Collect data for surveys and for grant administration.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum of a 2-year associates degree and 5 years of working experience in HR related roles.
- 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, thorough and a desire to be accurate
- Respectful of and ensures 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 Workspace 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), etc.
- Knowledge of nonprofit and healthcare operations preferred.
- Knowledge and experience mentoring and coaching employees.