

## **JOB POSTING**

<b>Position:</b>	Human Resource Generalist
<b>Location:</b>	In-Person
<b>FTE:</b>	1.0
<b>Shift:</b>	Day Shift
<b>Days of Work:</b>	Monday – Friday
<b>Weekend Work:</b>	No
<b>Travel Required:</b>	No
<b>FLSA:</b>	Exempt

Are you ready to join a team that provides compassionate care and support to clients? Western Mental Health Center, located in Marshall, MN, is seeking a full-time Human Resource Generalist.

### **SUMMARY OF POSITION:**

The Human Resource Generalist will manage the human resource needs and administrative support for the Center.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for overall human resources program including equal opportunity employment, affirmative action.
2. Responsible for tracking and data entry of all employee information including annual evaluations, compensation and benefit information.
3. Organizes and prepares a variety of administrative reports, letters, internal forms and contracts, and accurate maintenance of required files.
4. Responsible for orientation of new employees, insuring they are appropriately entered into payroll system and execute mandatory training.
5. Maintains all human resource files in a current status in accordance with established Center procedures.
6. Responsible for updating of personnel policies and procedures to be in compliance with the state and federal regulations
7. Responsible for Social Media, maintaining and new postings.
8. Complete annual enrollment with all employees on agency benefits.
9. Advertise open job positions both internally and externally, including recruitment with attending job and health fairs.
  - a. Participate in interviewing and hiring process, including necessary paperwork.
10. Responsible for tracking and maintaining continuing education credits for professionals and practitioners.
11. Assist in Payroll processes, backup for payroll, accounts payable and deposits.

### **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. Two years' experience or Associate Degree in Human Resource or Organizational Management
2. Must have excellent verbal, written, organizational and interpersonal skills.

## **CLINICAL OFFICES**

916 4<sup>th</sup> Ave SW      101 Caring Way Drive      3001 Maple Road      2040 Juniper Ave.      818 Prentice Street      240 Willow Street      112 St. Olaf Street  
Pipestone, MN 56164      Redwood Falls, MN 56283      Slayton, MN 56172      Slayton, MN 56172      Granite Falls, MN 56241      Tyler, MN 56178      Canby, MN 56220

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3. Possess time management and organizational skills as well as high level of confidentiality.
4. Must meet all criteria of a background check.

**WMHC BENEFITS:**

- Competitive Salary
- 401(k) Contribution & Employer Matching Program
- Medical Insurance
- Dental Insurance
- Vision insurance
- Employee Assistance Program
- Flexible Schedule
- Life Insurance
- Vacation Leave
- Sick Leave
- 8 Holidays per Year
- 2 Floating Holidays
- Professional Development Assistance

**HOW TO APPLY:**

Apply online by visiting <https://wmhcinc.org/careers/> and completing the online application. We look forward to learning more about you!

WMHC is committed to providing equal opportunity in all areas of employment in accordance with applicable state and federal laws. WMHC will not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or gender expression, veteran status (as per MN Statute), pregnancy, disability, age, marital status, familial status, or any other class protected by state or federal law. WMHC is an Equal Opportunity Employer.

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