

## **JOB DESCRIPTION**

### **HR Generalist**

#### **JOB SUMMARY:**

The HR Generalist is responsible for all areas of human resources and caregivers. This individual directly interfaces with applicants and caregivers with the recruiting and retention process.

#### **QUALIFICATIONS:**

1. H.S. Diploma or GED, some college or two years related experience and/or training preferred.
2. Experience in home care or knowledge of the health care industry preferred.
3. Previous management experience.
4. Prior scheduling experience preferred.
5. Requires proficiency in computer skills including but not limited to MS Office, MS Excel and scheduling program.
6. Have a sympathetic attitude toward the care of the sick and elderly.
7. Ability to carry out directions, read and write.
8. Maturity and ability to deal effectively with the demands of the job.
9. Must possess and demonstrate excellent communication, leadership and organizational skills and customer service techniques.
10. Must perform and manage multiple responsibilities concurrently and work well under pressure.

#### **RESPONSIBILITIES:**

1. Initiates the recruiting and hiring process for caregivers including processing applications, background screening, testing, interviewing, and reference validation.
2. Orients and trains caregivers and maintains current caregiver files in accordance with policies and procedures.
3. Records employee information such as personnel data, compensation, benefits, tax data, attendance, performance reviews, evaluations, and termination date and reason.
4. Enters, maintains, and corrects employee and payroll data into the computer.
5. Supervises caregivers and completes performance appraisals for caregivers at specified intervals. Responsible for employment decisions including hiring and termination.
6. Understands and adheres to established FirstLight Home Care policies and procedures.
7. May perform continuing and on-going caregiver training.
8. Understands and adheres to state and federal labor laws as they pertain to home care agencies.
9. Participate in the quality assurance reviews and evaluations of the agency's services.

#### **WORKING ENVIRONMENT:**

Works indoors in FirstLight HomeCare office.

JOB RELATIONSHIPS:

1. Supervised by: Office Manager or Administrator

RISK EXPOSURE:

Low risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Heavy lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as an HR Generalist, I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature