



Human Resources Generalist

Opportunity Workshop of Lexington

Effective Date: Mar 1, 2019

Review Date: Oct 17, 2024

Revision Date: Oct 17, 2024

Revision Number: 3

ABOUT OPPORTUNITY FOR WORK AND LEARNING

We are a non-profit organization, based in Lexington (KY), with a Mission to partner with individuals, businesses, and communities to assist people requiring support in obtaining and maintaining employment. Our Purpose is to inspire hope and create opportunities. Our Vision is to impact lives and strengthen communities by building a supported, inclusive, and sustainable workforce. We achieve this by discovering people's strengths, developing their skills, connecting them with employers and community resources, and supporting their ongoing success!

Our Skilled Trade Academy, provides participants a pathway into construction trades, and creates career opportunities. Construction and building trades are in high demand in Central Kentucky and around our country. This 6-week program focuses on an introduction to the building trades, construction math, tool and material identification, basic carpentry, basic electrical, basic plumbing, painting and finishing.

We own and operate a supporting organization, Lexington Manufacturing Center (LMC), which provides a variety of manufacturing services on the local, national, and international level.

Since 1961, we have supported more than 30,000 individuals in Lexington and the Central Kentucky area and we feel we can greatly improve upon that success.

We are an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

POSITION DESCRIPTION

Working Conditions:

- The position is primarily indoors in an office setting, with some local travel to alternate sites
- Sitting or standing: The employee may remain stationary for extended periods
- Repetitive motion: The employee may use their hands, wrists, and fingers repeatedly while using a PC
- Close visual acuity: The employee needs the ability to see details up close, such as when using a computer
- Light lifting: The employee may lift or carry objects weighing up to 10 pounds
- Walking: The employee may walk short distances to access meeting areas and offices

Education and Experience

- Bachelor's degree in Human Resources, related degree, or Professional Human Resources Certification (required)
- 3 to 5 years' experience in related field (preferred)

BENEFITS

- Remote and/or work-from-home opportunities
- Medical (After 60 days of employment)
- Health Savings Account
- Dental/Vision (After 60 days of employment)
- Short/Long-term Disability (After one year of employment)
- Life and Accidental (After one year of employment)
- Cafeteria Plan
- Immediate paid time off accruals
- Paid Holidays
- Birthday with pay (After one year of employment)
- 401K
- Employer contributions to 401K



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- Employee Assistance Program

THE OPPORTUNITY

The Human Resource Generalist is responsible for performing HR-related duties on a professional level, reporting to and working closely with the CEO in supporting: benefits administration, employee relations, training, performance management, onboarding, policy implementation, employee recruitment and employment law compliance.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

Skills and Knowledge

- Possess excellent organization skills and the ability to manage multiple tasks concurrently
- Ability to maintain confidentiality in individual and group HR issues/strategies
- Possess the ability to adapt to change and display flexibility in dealing with issues
- Self-motivated and able to work independently
- Team competency and cooperation, positive attitude
- Must be able to establish immediate rapport with all levels of the team.
- Excellent collaborator, builds teams and strengthens relationships
- Positive attitude

KEY RESPONSIBILITIES

Cultural

- Create a culture driven by our company's Purpose, Vision, Mission, and Core Values
- Work with Directors to create strategies for interacting with persons from diverse backgrounds
- Ensure the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability, and delivery of services
- Respond to needs that are the result of cultural differences
- Promote a culture of teamwork, support, and accountability within the organization

Employee Relations

- Educate and advise people in the organization on HR issues; including, performance management, workplace conduct, corrective actions, terminations, disputes, and morale
- Communicate clear, transparent policies and procedures to employees
- Encourage employee feedback and serve as a point of contact for employee inquiries and concerns.
- Facilitate peer-to-peer and employee–manager discussion/mediations
- Assist in resolving employee issues and conflicts

Administrative

Recruiting

- Assist with the full recruitment cycle, from job posting to candidate selection
- Ensure a standardized process of pre-employment screening, on-site interviews, reference checking, employment offers, and orientation is in place.
- Facilitate the onboarding process for new hires, ensuring a smooth transition

Benefits Administration

- Administer health, dental, vision, life, STD/LTD, and 401k benefits and enrollments

Terminations

- Assist with terminations and perform exit interviews
- Perform turnover analysis and work with directors to create employee retention strategies



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Policies and Procedures

- Assist in the development of employee policies and procedures
- Assist in policy reviews and maintain policy change log
- Assists in proper administration of workplace rules and expectations

Worker's Compensation

- Administer the organization's workers' compensation program ensuring the proper forms are completed and submitted in a timely manner
- Manage work-related injury/illness cases along with the workers' compensation carrier to promote proper employee medical treatment and appropriate return to work measures
- Work with the Safety Committee to ensure written safety programs are in place and followed

Employee Development & Performance Management

- Work with organizational leaders to develop, review, and administer performance appraisals
- Assist staff with various employee training programs by coordinating outside trainers and training HR related subjects
- Identify training needs and opportunities for employee development
- Support career development initiatives

Compliance & Record Keeping

- Maintain accurate and up-to-date employee records
- Maintain working knowledge of all federal, state, and local guidelines related to employment practices and the law
- Responsible for maintaining all FMLA, ADA, EEO claims and paperwork
- Assist with annual required local, state and federal reporting