

## **Human Resources Generalist**

The Hamm Memorial Psychiatric Clinic is currently recruiting for a part-time **Human Resources Generalist**, 16-24 hours per week. This role serves as a resource and guide within the organization for Human Resource policies and their administration. The HR Generalist reports to the Executive Director.

Hamm Clinic is a non-profit outpatient mental health clinic offering services to adults, couples and families in the greater Twin Cities area. Hamm's mission is to provide integrated and culturally responsive mental health assessment and treatment particularly to underserved populations and to those who cannot afford the full cost of care. We are located in beautiful St. Paul, Minnesota.

As our HR Generalist, you will assist Hamm Clinic's leadership and employees in the administration of compensation, benefits, payroll, onboarding, recruitment processes, practice/policy development and compliance, and more.

### **Duties Include:**

- Be the point of contact on compensation, benefit and other HR questions for employees
- Maintain complete employee files in accordance with best practice and appropriate laws
- Create and manage, with leadership, up to date-job descriptions and yearly performance evaluations
- Maintain current knowledge of legislative/government regulations
- Develop/organize HR policies and procedures and assure implementation and compliance
- Advise directors and employees on human resource issues, policies, procedures and practices
- Maintain an updated employee handbook
- Administer Open Enrollment
- Enter and verify accuracy of bi-weekly payroll with Paychex
- Perform data entry of employee information into Paychex and other data keeping platforms
- Assist Directors with job site and applicant tracking, when requested
- Ensure confidentiality of all data and information compliant with applicable organization, local, state and federal law

### **Qualifications:**

- An Associates Degree with an HR concentration or a related field
- 2 years minimum Human Resource work experience, preferably in a healthcare or behavioral healthcare setting
- Working knowledge of Minnesota, federal and local human resource and employment laws
- Proficient in Windows-based environment (Microsoft Office 365). SharePoint, QuickBooks knowledge an asset.

- Experience working with Paychex an advantage.
- Comfortable with office/ computer work for large part of days
- Ability to write reports, policy and procedures, job descriptions and other documents in English
- Able to work autonomously, attention to detail and able to multi-task
- Demonstrate good decision-making skills and proficiency at maintaining confidentiality

Hamm Clinic is an inspiring place to work. For benefit-eligible positions over 20 hours week, we offer an attractive and comprehensive benefit package including, medical/dental, HSA, FSA, and 401k match.

If you feel passionate about this opportunity, please submit your resume and cover letter to [jobapplication@hammclinic.org](mailto:jobapplication@hammclinic.org).