



## **Position Description**

### **Human Resources Generalist**

**Summary:** A motivated, experienced human resources professional to provide human resources services for Central Union Mission. The candidate must have at least five years of experience and will be responsible for most aspects of the talent management cycle including recruiting, hiring, employee relations, compensation and performance management for all employees of Central Union Mission ("Mission"). This includes compliance with regulatory requirements and ensuring that Mission policies and procedures reflect current requirements.

#### **Major Responsibilities:**

##### **70% Talent Management and Administration**

- Recruiting/hiring and termination of employees in partnership with hiring managers.
- Orientation of new employees such that the onboarding process quickly integrates new employees into the Mission culture.
- Maintain employee records, manage job descriptions and facilitate employee review process.
- Investigate and manage policy infractions and/or staff conflicts, conduct, disciplinary actions, whistleblower, etc.
- Maintain and administer benefits and manager relationships with benefits vendors.
- Manage employee events such as recognition, Christmas party, monthly all employee meeting.
- Oversee timekeeping and payroll function. Work closely with accounting manager to ensure that payroll is properly processed. Approves additions and changes to payroll.
- Provide/organize employee training such as sexual harassment, as needed.
- Ensure organization chart is current.
- Lead safety committee.

##### **20% Compliance**

- Ensure the Mission is in compliance with labor regulatory requirements including OSHA, Dept. of Labor, the Family Medical Leave Act and Fair Labor Standards Act.
- Knowledge of laws for the District of Columbia and the State of Maryland.
- Knowledge and understanding of FMLA, and worker's compensation claims administration
- Ensure that Mission policies are followed throughout the organization and update the employee handbook as appropriate.

##### **10% Other**

- Responsible for operations at administrative office.

#### **Requirements**

- Bachelor's Degree preferably with major in Human Resources, Psychology, Sociology, Business or related field.
- Minimum of 5 years progressive human resources experience, preferably in a non-profit organization.

- Excellent interpersonal and verbal and written communication skills. Must be able to interact professionally and positively with employees at all levels in the organization
- Strong problem solving and analytical skills.
- PHR/SPHR certification preferred
- Knowledge and experience with interviewing and employment practices
- Knowledge and understanding of employment laws and regulations (e.g. FMLA, FLSA, Affirmative Action, ADAAA)
- Ability to work on multiple, complex projects simultaneously and see them to completion with minimal supervision.
- Ability to work in a fast-paced environment and manage multiple concurrent projects.
- Effectively present information to groups and respond to questions from managers, supervisors and employees.
- Workday or previous human resource information system experience preferred
- Excellent computer skills including Excel, Word and Power Point
- Committed Christian and active member of a church. Agreement with Mission's Statement of Faith required.

**Letters of interest and resumes should be sent to [hr@missiondc.org](mailto:hr@missiondc.org)**

**About Central Union Mission:**

Central Union Mission is a faith-based 501(c)(3) nonprofit organization and the oldest private social service agency in Washington, DC. In addition to its emergency shelter, which provides over 62,000 bed-nights each year, the Mission operates a holistic, Christ-centered transformation and workforce development program for men, provides benefits for veterans, helps people overcome addictions, operates a food and clothing distribution center which provides food for over 4000 people each month, runs a camp for underprivileged children, and offers a ministry to families and senior citizens.