

Position Available: Human Resources Generalist/Coordinator – Full-time/Hybrid

Location: Tinton Falls, New Jersey

New Jersey Prevention Network is seeking an experienced **Human Resources Generalist/Coordinator** who will support the continued growth and success of the New Jersey Prevention Network (NJPN) located in Tinton Falls, NJ. The incumbent will be a full-time employee of NJPN with a 4 day in office 9am-5pm schedule. Fridays will be work from home days. This is a Full-time position with benefits after 90 days of employment at 35 hours per week.

The **New Jersey Prevention Network** has been in existence for more than twenty years and works to prevent substance misuse, addiction, and other chronic diseases by building capacity among professionals, fostering positive collaboration among providers, and strengthening the field of prevention through the use of evidence-based practices and strategies.

Job Overview

The ideal HR candidate remains up to date on the latest talent management practices, regulatory changes, and new technologies in human resources. This role will establish practices and continuous improvement in the following areas:

Employee Relations & Administrative

- Provide guidance, interpretation and compliance of HR policies and procedures.
- Prepares and maintains employee handbook and policies and procedures manual.
- Provide mediation for the proper handling of workplace conflict resolution, and disciplinary meetings.
- Conduct and document employee disciplinary meetings, terminations, and investigations.
- Assist management staff with various administrative and reporting duties as needed
- Provide administrative support to CEO, Director of Operations, Associate Director and Office manager as needed

Recruitment & Onboarding/Offboarding

- Partner with managers and supervisors to write new and update existing job descriptions, advertise available positions, and conduct interview and selection activities.
- Build a robust onboarding program for a consistent new employee experience, with the goal to increase engagement and proficiency of new hires, and to support managers to deliver a personalized departmental onboarding experience.
- Administer all recruitment, onboarding, and off-boarding tasks.

Benefits & Insurance Administration & Reporting

- Serves as the initial point of contact for employees on benefits-related questions.
- Perform data-reconciliation tasks required to administer and execute benefits programs including but not limited to, health, retirement, short-term/ long- term disability, worker's compensation, leaves of absence, and occupational health and safety.
- Administer payroll and benefits via our PEO system Paychex.
- Knowledgeable on State and Federal income and job protection leave of absence legislation, calculate service dates and eligibility, and field questions regarding time off program.
- Process health, dental, Life & LTD, vision and liability insurance information including dates, payment, and renewals with brokers
- Prepare reports required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, EEOC and other regulatory agencies.
- Assist with various data driven projects as needed
- Collect, analyze, quantify and report on various pieces of relevant industry data

Learning, Development & Engagement

- Produce internal communications and train managers on HR policies and procedures including but not limited to performance management, recruitment, and compliance.
- Identify ways to measure employee engagement and conduct activities that promote retention.
- Assess employee learning and development needs to help close gaps between current and future skill sets.
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Review and assess vacancies to develop strategies for efficient and effective workforce forecasting and planning.
- Assist with annual conference planning, execution and various presentations as needed

Qualifications

- Bachelor's degree in Human Resources, Business, or related field, and 3-5+ years of human resources experience in a coordinator/generalist role.
- PHR/SPHR certification preferred.
- Expert knowledge of all elements of HR principles, practices, and employment laws.
- Ability to work well independently
- High levels of organization and refined administrative capabilities needed
- Proven success working as the sole HR and analytical/admin partner in a fast-paced environment.

- Proven ability to build efficient and effective processes and workflows from problem definition, to concept, to implementation.
- Have a proven ability to foster strong relationships with all levels of management and staff and community stakeholders.
- Great attention to detail and ability to switch between analytical and coaching skills as needed.
- Demonstrated ability to work in and manage ambiguity – dealing with issues that do not always have a process or a system in place.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and excellent judgment/decision-making skills, particularly in addressing change management topics.
- Understanding of and ability to work with people of diverse national, ethnic, cultural, religious, and socioeconomic backgrounds.
- Proficient with Microsoft Office Suite, Zoom, Microsoft SharePoint and related software.

Let's talk about our employees and our benefits!

Our employees work in a supportive environment with a reputation for EXCELLENCE! They are passionate and committed to making an impact in the work they do where they live, work and play.

We offer competitive Salaries and Benefits:

- 35-hour work week for full-time employees
- Generous paid leave (Vacation, sick, personal)
- Paid Holidays
- 401K plan with employer match.
- Comprehensive medical, dental, vision, life and & LTD plan options
- Employee Assistance Plan

Salary Range \$70,000-\$75,000

NJPN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

A cover letter highlighting your interest and experience is required.

Please submit a cover letter and resume to the following: Career@NJPN.org