



**TITLE: Human Resources Generalist**

**REPORTS TO: Executive Director**

**CLASSIFICATION: Part-Time, non-exempt**

**HOURS: 20 / week**

**COMPENSATION: \$25 - \$32 / hour**

Please submit cover letter and resume to Jenni Rook, Executive Director [jrook@thrivecc.org](mailto:jrook@thrivecc.org).

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**Thrive Overview:** The Thrive Counseling Center, LLC is a 501(c)3 organization treating mental and behavioral health clients in the near west suburbs of Chicago. The organization is run with a focus on three key tenets of care delivery, excellent **people**, efficient **processes**, and a focus on **patient services**.

**Job Summary:** The Human Resources Generalist will ensure ethical, equitable, and inclusive employment practices while maintaining compliance with employment law and employer regulations. This position will draft and maintain policies and procedures for the organization and assist the Executive Director in performance management. The HR Generalist will also assist with employee recruitment and manage hiring and onboarding of new staff.

### **Roles and Responsibilities**

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Manages all staff recruitment, posting new/open positions internally and externally, screening applicants, checking references...etc.
- Oversees the agency's onboarding and offboarding activities.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Ensures planning, monitoring, and appraisal of employee work including hearing and resolving employee grievances; counseling employees and supervisors; and overseeing the agency's annual performance appraisal program.
- Serves as the liaison between Thrive employees and insurance benefits broker.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Maintains employee files in Paylocity.

- Participates in the agency's credentialing program
- Serves on Thrive's Diversity, Equity, and Inclusion committee and consults with management on promoting an anti-racist and anti-oppressive culture; works with management to ensure accessible and inclusive systems and operations.
- Other duties as assigned.

### **Qualifications**

- Bachelor's Degree in Human Resources or a related field
- Minimum of 3 years working as a Human Resource professional

### **Competencies and Preferred Skills**

- Ability to be autonomous in managing multiple projects and flexible in adapting to the changes of a growing and developing agency
- Ability to identify system breakdowns and ineffective procedures and propose solutions
- SHRM Certification preferred

### **Working Conditions**

- Prolonged sitting and regular and consistent use of computer keyboard and mouse will be necessary.