



CGS Family Partnership, Inc.

To request a more detailed description of the position, please email hr@cgscmo.org.

TITLE: Human Resource Generalist (HR Generalist)

TYPE OF POSITION: Full Time, Exempt FLSA

REPORTS TO: Human Resource Director

PAY: \$59,000 salary per year (+ additional for masters degree, certification, related experience)

BENEFITS: medical, dental, EAP, paid vacation, paid sick time, paid holidays, and more.

WORK LOCATION: Hybrid (combination of both in-person and remote work)

ABOUT CGS FAMILY PARTNERSHIP:

CGS Family Partnership is a private, nonprofit care management organization (CMO) serving Cumberland, Gloucester, & Salem counties. Our mission is to maintain the children and youth we serve safely at home, in school, and in their communities by providing support, education, and advocacy; and connecting these young people to appropriate services and resources.

POSITION SUMMARY:

The Human Resource Generalist will support the functions of the Human Resource (HR) department including but not limited to recruiting, administering benefits and leave, enforcing company policies and practices, assisting with performance and employment matters, and addressing human resources-related inquiries from employees.

SUMMARY OF QUALIFICATIONS *(not an exhaustive list):*

- Minimum of a Bachelor's degree in directly related degree such as Human Resources Management, Organizational Development, Business Administration, emphasis in HR Management preferred.
- Minimum of 1-year relevant experience in human resource functions.
- License/Certification a plus: PHR/SPHR or SHRM CP/SCP preferred.
- Demonstrates accurate and current working knowledge of common HR laws, regulations, practices, and guidelines. Thorough knowledge of employment-related laws and regulations.
- Able to effectively use technology to complete required duties (Microsoft Office, Outlook, virtual meetings, mobile devices, cloud-based storage, etc.). Must also be able to effectively use HRIS/Payroll software (Paylocity preferred).
- Consistently demonstrates strong communication and interpersonal skills.
- Works well independently, under supervision, and as a member of a team.
- Demonstrates strong organizational, assessment, and problem-solving skills. Adapts to changing position demands and shifting organizational priorities. Prioritizes tasks & complete them in a timely manner.
- Able to consistently report in-person, as needed, for in-person meetings, training, and onsite tasks. Also able to participate in virtual meetings and complete remote work.
- Valid driver's license & adequate driving record required. Travel required, as needed, to attend meetings/trainings

* *Selected candidate will be submitted to a background and motor vehicle check.*

* *CGS Family Partnership, Inc. is an Equal Opportunity Employer.*