

Organization Summary:

Newtrax, Inc., White Bear Lake, MN
www.newtrax.org

Newtrax is a 501(c)(3) tax exempt corporation formed in 2011 through an innovative collaboration of two Day Training and Habilitation (DT&H) agencies - Merrick, Inc. and PAI, Inc. We exist to coordinate critical transportation services, informational technology services, and other back office services for “member organizations,” who provide vocational and social support to adults with intellectual/developmental disabilities (IDD). Our mission is to increase the potential of each member organization to advance their charitable mission more effectively and with greater efficiency

The Human Resource Generalist (hereinafter “HRG”) is responsible for implementation and administration of Human Resource programs, policies, practices and procedures that are compliant with federal and state laws. The HRG is the primary contact and coordinator of all Human Resource needs and support within Newtrax; and will develop and implement strategic HR processes aligned with the direction and goals of the organization. The HRG is responsible for providing positive, effective HR services including, but not limited to, the following areas: recruitment and selection, benefits administration, new hire orientation, performance management, employee and labor relations, workers’ compensation, and terminations, etc.

Job Title:	Human Resource Generalist	Location:	Twin Cities metro area
Category:	Human Resources	Closing:	Feb. 1, 2019
Job Type:	Full Time	Wage:	Dependent on Qualifications

Responsibilities

1. Lead the recruitment process using traditional sources and social media channels; develop and update current job descriptions; administer internal and external job postings; interview and make recommendations to the hiring manager for selection of internal and external candidates for hire; process appropriate background checks and complete all pre-employment requirements for all candidates provided with a contingent offer of employment; ensure that all aspects of the hiring process are executed properly; and assist with new hire orientation to insure employees are effectively brought into the organization.
2. Serve as the benefit administrator for Newtrax in the areas of medical, dental, life, long-term disability, 403(b), etc., and serve as the primary point of contact to all employees for interpretation, response, and resolution of areas any benefit questions or issues. Administer COBRA/HIPPA benefits continuation for all terminating employees. Insure company compliance with new applicable state and federal benefit legislation.
3. Coordinate the effective use of the performance management process by supervisors ensuring that performance review forms and procedures are consistently followed and completed on a timely basis. Assist managers and supervisors on handling and communicating employee performance issues. Provide advice on appropriate and legal documentation of issues.
4. Function as the primary HR contact for managers and employees to answer questions, interpret personnel policy, and assist managers with performance matters; as well as listening, probing and responding to employee concerns. Assist the managers, supervisors and/or employees with conflict resolution and grievance processing.
5. Establish and maintain an effective process for administration of Workers Compensation injury reporting and tracking. Insure accurate Occupational Safety and Health Administration (OSHA) reporting. Establish and maintain current, accurate employee personnel files in compliance with relevant legal requirements.
6. Develop new and/or update existing HR policies and procedures and the Employee Handbook to ensure compliance with the Americans with Disability Act, Family Medical Leave Act, COBRA/HIPAA, Employee Privacy Act, Equal Employment Opportunity/Affirmative Action, Occupational Safety and Health Act.
7. Complete special projects as assigned by supervisor.

Knowledge and Skills:

1. Excellent analytical skills, organizational skills, and a high degree of attention to detail with an ability to work independently, successfully under deadlines, manage multiple projects, and motivate others to perform at maximum efficiency without sacrificing quality.
2. Exceptional oral and written communication skills as well as sound judgment in all communications with employees, managers, clients, and external stakeholders.
3. Ability to work effectively in a team environment, developing and maintaining consistently effective working relationships internally and with external resources.
4. Demonstrated ability to utilize tact, diplomacy, professionalism, and empathy in interactions.
5. Mature judgment in highly confidential situations with an ability to deal effectively with highly sensitive and/or confidential employee information and situations.
6. Develop and maintain working knowledge of member expectations, requirements, and policies to ensure Newtrax alignment.

Qualifications

1. Bachelor's Degree with a minimum of three (3) years' experience in related position and/or a minimum of five (5) years of recent, successful experience working in related capacity and current SHRM certification. A minimum of two (2) years' experience in recruiting or hiring. Nonprofit experience preferred.
2. Ability to pass criminal background checks, motor vehicle record checks and drug/alcohol tests following a conditional job offer as well as throughout the course of employment; and maintain First Aid, and CPR certification.
3. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must (i) be able to continually sit, stand, walk, talk, and hear throughout each work day; (ii) be able to regularly stoop, bend, kneel, twist, and run; (iii) use hands to continually finger, handle, assist, grasp, and feel; (iv) regularly reach, push, and pull with hands and arms; and (v) regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

This is a full-time position and eligible for benefits.

How to Apply:

Please fill out job application at:

Newtrax, Inc.
3700 Hwy 61 N
White Bear Lake, MN 55110

Or

www.newtrax.org

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