

Human Resource Generalist

Smithtown, NY. Interim HealthCare of New York is seeking a dedicated **Entry Level Human Resources Generalist** with experience in the Home Care field. In this role, you will assist and provide support to the Human Resources Department and staff for all locations. You will also ensure compliance with federal, state, local employment laws, policies, procedures, and standards of Interim HealthCare.

Specifically, you will:

- Support the HR Dept. in implementing programs and policies to help improve the employee experience.
- Update and maintain all administrative employees' personnel files.
- Assist with administrative and clerical HR related tasks as directed.
- Provide written and/or verbal communication to employees regarding workshops, policy and procedures, and employee handbooks, etc.
- Assist with the on-boarding process for office personnel.
- Assist with training and provide support to other HR team members.
- Attend job fairs or other recruiting and /or HR functions as needed.
- Interface with other offices when necessary, to resolve or receive information.
- Complete other assignments and projects as requested and assigned.

Minimum Requirements:

- High School Diploma or equivalent, Bachelor's Degree preferred.
- two (2) years of healthcare/business experience or related field is preferred.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint).
- Excellent communication skills, both written and verbal.
- Excellent organizational skills and detail oriented.
- Demonstrate ability to work with changing priorities, short deadlines and limited resources
- Demonstrated ability to work with confidential information in a professional manner.
- Professional appearance.
- Ability to work flexible work schedule as needed.
- Knowledge of FMLA, EEO, ADA and other state and federal employment regulations.

Please forward a resume to jcollier@interimhealthcare.com. An EOE.

Interim HealthCare of New York is America's leading provider of home care, hospice and healthcare staffing. We offer one of the most comprehensive selections of career opportunity in the industry ranging from per diem to full-time. If you're looking for a stable career opportunity, look no further. Nationally, Interim HealthCare has been providing great jobs to great people for 50 years and there are more than 300 offices across the country. That is the kind of stability combined with our commitment to integrity makes us your perfect career partner. Interim HealthCare® is an equal opportunity employer who does not discriminate against applicants, employees or clients on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, veteran status or any other category protected by the law, or patients' decisions regarding advance directives. Each Interim HealthCare office is independently owned and operated. Not all services are available at all offices. ©2017 Interim HealthCare Inc.