



Human Resources Generalist

Full-time, Exempt Position
Monday – Friday, 7:00AM to 3:00PM
Salary Range: \$75,000 to \$82,000 annually, DOE
Eligible for full medical and dental benefits

Sacramento Loaves & Fishes Mission Statement: In an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

The Human Resources (HR) Generalist is a full-time exempt position that reports to the Executive Director. This position works in close collaboration with Program Directors as well as the Administrative team to provide staff support, assist in recruitment, hiring, facilitating onboarding process, training, progressive discipline and other required HR functions. The HR Generalist position works fully onsite in a private office on campus and is accessible to all staff as needed. This position is not responsible for payroll.

Position Responsibilities:

- Foster a collaborative, teamwork focused environment conducive to positive dialogue across Loaves & Fishes
- Maintain an authentic, approachable presence including an open-door policy
- Learn and maintain current substantive knowledge of all Loaves & Fishes programs
- Advocate on behalf of staff and promote equity at Loaves & Fishes
- Maintain current knowledge of labor requirements and compliance as related to HR functions
- Assist and support program directors in writing job postings, recruitment, screening and interviewing of applicants
- Facilitate and manage onboarding process for all new employees
- Conduct new employee orientations/meetings with a focus on the mission, history and philosophy of Loaves & Fishes
- Collaborate with finance team to present benefit packages to new eligible employees and during yearly open enrollment periods
- Compassionately listen, mediate, document and provide feedback to all employees seeking HR guidance/support
- Proactively respond to and document employee complaints, grievances and disputes
- Collaborate with Executive Director and Program Directors to facilitate employee discipline processes
- Collaboratively lead, conduct and document harassment and other investigations as needed
- Manage Workplace Violence Prevention Plan trainings and documentation
- Serve as part of the Workplace Violence Prevention team
- Assist program directors in identifying and providing staff trainings as needed
- Support planning of organization-wide retreats, employee morale events, etc.
- Maintain human resource information and employee files
- Attend monthly program director's meetings
- Other duties as assigned

Qualifications:

- Must have a strong commitment to Loaves & Fishes mission & philosophy
- Ability to maintain strong personal and professional boundaries
- Strong knowledge and adherence to confidentiality and ethics
- Collaborative and organized; motivated learner
- Ability to stay calm under pressure
- Ability to follow through with concurrent tasks and maintain clear communication
- Experience conducting and documenting investigations
- Bachelor's Degree in human resources; equivalent work experience in HR field will be considered
- Ability to work with a diverse employee population and to support staff working in a fast-paced, high energy and unpredictable environment
- Strong knowledge of FMLA/ADA/EEOC/WC
- Excellent written and oral communication skills; computer skills including Microsoft Office

Physical Requirements:

- Intermittent sitting, standing, walking as well as going up and down stairs throughout the day

Please note we are using a recruitment service for this opening. You may submit your resume and cover letter to Janelle Arisch with Consult HR Services at janellea@consulthrservices.com

Position will remain open until filled

Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.