



**Position Title:** Human Resources Generalist

**Reports To:** Director of Operations

**Position Type:** Full-Time /Exempt /In-person

For over 50 years, The Harbour, Inc. has provided emergency housing, transitional living programs, and supportive resources to youth experiencing homelessness in the Chicagoland region. We are seeking a collaborative, open-minded, and creative professional to join our quest to empower youth, promote individual safety, stability, and personal growth, and build an innovative workplace culture.

**General Summary:**

The HR Generalist supports the mission of The Harbour, Inc. by overseeing a wide range of human resources functions. This includes recruitment, onboarding, employee relations, compliance, benefits administration, training, and organizational development, all within the unique framework of a non-profit and child welfare-focused environment. The HR Generalist ensures that HR practices align with federal and state regulations as well as the values and goals of the organization.

**Responsibilities & Duties:**

- Administer day-to-day HR operations, ensuring compliance with employment laws and internal policies.
- Manage recruitment efforts, including job postings, screening applicants, conducting interviews, background checks, and onboarding new hires.
- Maintain employee records and HRIS systems accurately and confidentially.
- Generate reports for leadership and compliance purposes
- Guide employees and managers on HR policies, procedures, and employment law matters.
- Manage benefits enrollment, open enrollment periods, and liaise with benefits providers.
- Manage leave of absence processes (Personal leave, ADA, Workers' Comp, etc.).
- Facilitate training and development programs that support employee growth and compliance (e.g., new employee orientation, DEI initiatives).
- Assist with investigations, employee grievances, and disciplinary actions as needed.
- Organize and track annual training requirements, such as trauma-informed care, mandated reporting, HIPAA, CPR, etc.
- Support performance management processes, including evaluations and corrective actions.
- Participate in DEIB efforts and organizational wellness initiatives.
- Promote a culture of diversity, equity, inclusion, belonging, and trauma-informed care
- Support initiative to enhance staff development, retention, and well-being

### Physical Requirements:

- Work primarily indoors but may sometimes include travel between sites.
- Ability to bend, stoop, reach, stand, move from one area to another regularly, sit, and use a computer for a long period.
- Manual and physical dexterity are needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on a computer display screen, handwritten forms, and printed on paper.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to walk up and down stairs multiple times per workday.
- Ability to lift and carry materials weighing up to 20 pounds.

### Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field
- 2–5 years of progressive HR experience, preferably in a non-profit or social services environment.
- Solid understanding of HR best practices, employment law, and labor compliance
- Experience working with confidential and sensitive information.
- Excellent interpersonal, communication, and problem-solving skills.
- Excellent organizational skills
- Proficiency in HRIS systems and Microsoft Office Suite.

### Preferred Skills

- Familiarity with trauma-informed practices and DEIB in hiring
- Experience working in or with DCFS or child welfare organizations.
- Bilingual (Spanish)
- Knowledgeable of HR systems such as ADP or other common HR information systems

### Salary & Benefits Package:

The Harbour, Inc. offers a comprehensive package including competitive pay and benefits to attract and retain the best talent to further the Agency's mission. *Starting salary \$49,000*

### Required Background Check:

Employment at The Harbour, Inc. is contingent on passing a background check.

**The Harbour, Inc. is an Equal Opportunity / Affirmative Action employer.** All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected

veteran status, genetic information, or any other legally protected status, in accordance with applicable federal, state and local EEO laws.