

# Human Resource Generalist

Are you motivated by fresh challenges, a friendly team, and a chance to apply your honed Human Resources (HR) background, experience, knowledge, skills, and abilities? Are you an agile, results-focused, detail-oriented, strategic, analytical, problem-solving HR professional who can deftly balance organizational priorities with individual employee needs?

If you answered yes to the above, then consider partnering in the role of **Human Resource Generalist**, reporting to the Director of Human Resources with HelpLine of Delaware and Morrow Counties, Inc.. This is a full-time (40 hours per week), exempt position with the home office located in Delaware, Ohio.

Ideal candidates will not just be doers, but also innovative thinkers who stretch outside the box to discover what's possible.

## JOB SUMMARY

The **Human Resource Generalist** is a newly designed position that will touch all aspects of the employee life-cycle while driving continuous improvement across the HR function. This position is afforded ongoing mentoring from a senior HR leader and the opportunity to help position HelpLine as the employer of choice.

The **Human Resource Generalist** will assist in the administration of the daily functions of the HR Department which entails, but is not limited to, the updating, creating and administering all HR policies and organizational priorities and procedures and ensuring their adherence to all standards and applicable federal, state, and local laws.

## JOB RESPONSIBILITIES

Among other things, here's what you will be doing:

- + Serves as a trusted and credible resource to management and team members on HR best practices, policies, procedures, and compliance matters.
- + Assist in the facilitation of the recruiting and selection process: developing compelling job announcements/postings, publicizing of vacancies, addressing internal and external recruitment and selection inquiries. In addition to tracking and collection of, candidate of choice, hiring materials and accompanying documentation.
- + In partnership with hiring managers, administers onboarding and offboarding process.
- + Assist in the facilitation of professional development and continuing education program: providing tools, expectations, training and follow through to ensure team members thrive at HelpLine.
- + Assist in the administration of the benefits programs and enrollment, and provides recommendations on the overall benefits mix to best meet the needs of the staff, serves as a benefits point of contact for team members.
- + Provides guidance and expertise to address employee matters.



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- + Provides information and recommendations aligned with HelpLine's compensation philosophy and practices to support fair, equitable, and appropriate compensation, facilitates approved pay changes and collaborates with the payroll team.
- + Participates in HR-related initiatives, developing workplans, and timelines and tracking progress from concept to completion.

## **REQUIRED QUALIFICATIONS**

Required and ideal qualifications we seek in a candidate:

- + An Associate's degree required with at least five years' professional experience in a HR Generalist or similar capacity. A Bachelor's degree is preferred with at least three years of professional experience as a HR Generalist or similar capacity.
- + Professional certification such as PHR, or SHRM-CP is required.
- + Technically savvy, with experience with various software (Microsoft, Excel, Google Doc, etc.) and similar systems as well as willingness to learn new systems.

**Competencies we need to see demonstrated with consistency include:**

- + Widely trusted and acts with integrity, keeps confidences, and admits mistakes.
- + Polished oral and written communication skills, with the ability to timely and clearly get messages across that have the desired effect.
- + Composed and calm under pressure, steady and adaptable when faced with the unexpected.
- + Self-motivated and resourceful, knows when to ask for help but does not require ongoing direction to reach desired outcomes.
- + Approachable, with well-developed interpersonal skills.
- + Personally committed to continuous improvement. Welcomes feedback and alternative perspectives.



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## WHY WORK FOR HELPLINE

HelpLine is a financially stable, longstanding (50+ years) non-profit providing a broad spectrum of social services to eight counties. We are committed to living our values and investing in our people. This means our benefits reflect equitable wages, culture of self-care, inclusive practices and access to growth opportunities:

- + Full-time exempt position with competitive salary with personal growth and professional development opportunities. **Salary Range: 64,000.00 – 72,000.00 annually.**
- + Outstanding total rewards package, which includes but not limited to:
  - o 100% employer paid employee health, life, dental and Long-Term Disability (LTD) premium coverage.
  - o Simple Individual Retirement Account (IRA) – annual 2% HelpLine contribution, no match requirement and vested at enrollment.
  - o Voluntary life insurance and other optional benefits are available.
  - o Employee assistance program.
- + Earned vacation, sick and compensatory time, holidays (12) and wellness days (4).
- + Mileage reimbursement for all work-related travel.

## HOW TO APPLY

For full consideration, please submit a cover letter, resume and three professional references to: **Rosalind Scott, HR Director** at [rscott@helplinedelmor.org](mailto:rscott@helplinedelmor.org) or mail to **118 Stover Dr., Suite B, Delaware, OH 43015**. Applications will be accepted until **September 4, 2025**.

## ABOUT US

As the community's only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. These programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they're looking for. For more information, visit [helplinedelmor.org](http://helplinedelmor.org).

HelpLine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, sexual orientation, disability status, gender identity or any other characteristic protected by federal, state or local laws.