

Human Resources Generalist – Shoreham, NY

Full time flex to include one Saturday per month

Salary: \$70,000

Located on 10 picturesque acres in Shoreham, the Citizens Options Unlimited **Shoreham Intermediate Care Facility is seeking a Human Resources Generalist.** Citizens Options is an affiliate agency of AHRC Nassau, empowering people with intellectual and developmental disabilities to achieve their goals through self-directed services. The longevity of our workforce speaks for itself; the agency provides a rewarding experience, values your diversity, and invests in your employment goals.

We currently have an excellent opportunity for a Human Resources professional to:

- Coordinate the recruitment process and life-cycle, including reviewing initial candidate assessments, interviews, onboarding & coordination of job offers; Conducts exit interviews
- Maintain agency website information and shared social media calendar pertaining to recruitment, job fairs, and all other upcoming recruitment events.
- Manage/facilitate open house events.
- Coordinate/maintain relationships with third party recruitment agencies and staffing firms and assists with related administrative tasks
- Conduct agency training on various non-medical/health topics.
- Manage and resolve moderate to complex employee/ labor relations issues.
- Conducts effective, thorough, and objective investigations.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Tracks HR compliance for employees including annual performance reviews, handbook acknowledgements, code of conduct, etc.

We offer:

- **Low-cost, high-quality healthcare insurance**
- **Tuition reimbursement** – we'll pay you to get your degree!
- **College Loan Forgiveness**
- **Industry competitive salary**
- **Employee Recognition** – you'll be appreciated!!
- **A diverse, inclusive team that will support and guide you every day**
- **Wellness incentives** – weight loss, yoga at work & more
- **Cell phone discounts**
- **Housing Assistance** to purchase your first dream home – in Nassau or Suffolk
- **Opportunities to advance your career with management mentoring**

We require:

- High School diploma or equivalent; Bachelor's degree strongly preferred;
- **2-3 years of HR exp required, including recruiting, employee relations, and training.**
- Experience in human services HR or related field preferred.
- Excellent analytical, communication, and organizational skills required.
- Demonstrated advanced proficiency in all Microsoft Suite applications

HR Generalist: For immediate consideration, please CALL/TEXT Zach at 516-727-0507 or email zcorreale@AHRC.org. *We are an Equal Opportunity Employer, Proud of Our Workforce Diversity.*