



frazer center

gather. learn. flourish.

*fostering inclusive communities where children and adults,
with and without disabilities, gather, learn and flourish*

Job Announcement: Human Resources Generalist

Frazer Center is currently seeking a Human Resources Generalist. The Frazer Center is a nationally-accredited Atlanta nonprofit that has worked for the inclusion of people with disabilities in the Atlanta community since 1949. Each day at Frazer Center, 85 adults with intellectual and developmental disabilities participate in supported and customized employment and community life engagement programs, and 180 young children with and without disabilities learn together in an inclusive early childhood education program. Frazer Center also operates a social enterprise and community greenspace in the Frazer Forest and Cator Woolford Garden, located on its historic 39-acre campus. Frazer Center has a talented, committed staff of 85 early educators, direct support professionals, event managers, and administrators. We are seeking a team player who is committed to Frazer Center's vision of a more inclusive community.

CATEGORY: Regular, Full-time – Exempt

REPORTS TO: Director of Operations

SUMMARY OF FUNCTIONS: The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior management; ensuring Frazer Center's staff and employment practices are always reflective of our inclusive mission, creating a welcoming place for all people, regardless of disability, race, color, religion, gender, sexual orientation, age, or national origin.

MAJOR DUTIES AND RESPONSIBILITIES

- Support the program Directors to ensure all personnel policies and practices mandated by licensing and accrediting agencies are met
- Remain up-to-date on best practices and research in Human Resources and state and national labor laws and use this information to ensure Frazer Center remains compliant and our workforce is supported to do their best work
- Maintain up-to-date employee handbook and related personnel forms
- Process bi-weekly payroll, ensuring employee records are up-to-date and accurate in collaboration with supervisors
- Coordinate with supervisors on documentation and tracking of PTO, attendance, FMLA, and other leave for bereavement, jury duty, etc.
- Facilitate timely onboarding of new staff, including facilitation of employment offers, pre-employment screenings, Employee Handbook policies, and benefits enrollment
- Prepare and coordinate any accident reports and worker's compensation reports. Handle follow-up insurance and worker's compensation claims. Handle return-to-work and disability status
- Manage employee benefits (401k, long term disability, major medical, etc.). Assist all employees with enrollment information, eligibility requirements, COBRA benefits, FMLA benefits, etc.
- Coordinate and participate in completion of terminations and exit interviews. Monitor unemployment claims and assist departments with appeals
- Maintain updated, accurate, and complete employee files. Coordinate with other staff when files are required for licensing or accreditation review, and on documentation related to performance and other HR matters

- Ensure new employees who will drive Frazer Center vehicles have documentation of clean driving records and valid licenses prior to offer of employment, are added to Frazer Center insurance, and report any changes to their license or driving history
- Advise hiring Directors on strategies for interviewing, selecting, and onboarding new hires that ensure legal compliance and selection of well-qualified, stable employees who are a strong and positive fit for the organization and its culture
- Maintain and report on statistics related to retention, turnover, employee job satisfaction, and exit interviews
- Maintain consistent, respectful communication with Frazer Center staff at all levels
- Perform other duties as assigned

PHYSICAL FUNCTIONS

- Must be able to lift a minimum of 25 pounds.
- Sitting for extended periods of time.

ORGANIZATIONAL RELATIONSHIPS

Reports to the Director of Operations. Assists and works in conjunction with the Frazer Center leadership team. Maintains respectful, supportive, professional relationships with all Frazer Center staff.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Required:

- Bachelor's degree in Human Resources or related field
- A minimum of three years' experience in Human Resources
- High degree of emotional intelligence
- Highly ethical, with an unwavering commitment to confidentiality
- Positive and energetic with a genuine care for others
- Skilled in critical thinking and analysis; Excellent judgement and decision making skills
- Able to handle multiple priorities in a fast-paced environment
- Strong computer skills in Excel, payroll processing, and benefit management portals
- Valid Georgia Driver's License
- Criminal background check and drug screen required.

Preferred;

- Master's in Human Resources or a related field
- SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential

Interested candidates should submit resume and cover letter to
hiringsmanager1949@gmail.com