



*Supporting Older Adults in Our Community*

## **Job Description**

**Title:** HR Specialist

**Reports to:** President/CEO

**Pay Rate:** Salary Based on Experience

**Status:** Full-Time Exempt

This position is eligible for benefits

**About the Organization:** Partners In Care Maryland, Inc. (PIC) is a 501c3 non-profit organization whose mission is to empower older adults to age in place through a unique culture of service exchange and time banking. Established in 1993, PIC provides neighborly, niche services such as transportation, handyman repairs, and case management to ensure that the older adults of our communities continue to age in their own homes safely, independently, and with dignity and respect. This position oversees everything within human resources.

### **Responsibilities:**

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Conduct Orientation and Training for volunteers and employees
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations
- Administer health and life insurance programs
- Implement training and development plans
- Inform employees about additional benefits they're eligible for (e.g extra vacation days)
- Update employee records with new hire information and/or changes in employment status
- Maintain organizational charts and detailed job descriptions along with salary records
- Develop and implement HR policies throughout the organization
- Process employees' queries and respond in a timely manner
- Stay up-to-date and comply with changes in labor legislation
- Other duties as assigned



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**Requirements:**

- Proven work experience as an HR Specialist or HR Generalist
- Understanding of human resources policies and procedures
- Strong knowledge of employment/labor laws
- Knowledge of MS Office;and GoogleDrive
- Knowledge of Google Drive
- Strong Communications & Organizational skills
- Excellent multi-tasker and problem-solver
- Desire to work as a team with a results driven approach
- Solid understanding of labor legislation and payroll process
- Excellent verbal and written communication skills
- Knowledge of Retirement and Workforce Development plans
- BS/MS in Human Resources or relevant field
- Knowledge of Performance Evaluation administration
- Background check is required

Comments: Excellent benefit package that includes medical, dental, life, 403(B), and more. Interested Candidates should forward a resume and cover letter to [careers@partnersincare.org](mailto:careers@partnersincare.org) Include the job title in the subject line or mail to Partners In Care Maryland, Inc. at 8151-C Ritchie Hwy, Pasadena, MD 21122.