



POSITION TITLE: Recruitment and Human Resources Generalist	REPORTS TO: Sr HR Manager
DEPARTMENT: Human Resources	FLSA STATUS: Non-Exempt

EXPECTATIONS

Understand and follow Triple C Housing’s Compliance Plan, employee handbook, policies, procedures and rules, and its mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, accountability and ownership.

OVERVIEW

Triple C Housing, Inc. (Triple C) is a 501c3 community housing development organization (CHDO) focused on expanding affordable housing opportunities complimented by supportive services to individuals, families and veterans. Celebrating 45 years of service and industry-recognized achievements, Triple C is seeking a detail-oriented and proactive Part Time Recruitment and Human Resources (HR) Generalist to support the HR team in a variety of HR functions. This role will primarily focus on recruitment efforts while also assisting with employee relations, benefits administration, onboarding, and general HR support. The ideal candidate will possess excellent interpersonal skills, a strong understanding of HR best practices, and the ability to handle sensitive information with confidentiality. Work timeframe requirements include in-office support, Monday – Friday, twenty hours a week.

RESPONSIBILITIES

- 1. Recruitment & Staffing:**
 - Manage the end-to-end recruitment process including job postings, reviewing resumes, conducting initial screenings, and coordinating interviews.
 - Assist in job offer preparation, offer letters, and onboarding documentation.
 - Maintain and update the recruitment database and applicant tracking system (ATS).
 - Build and maintain relationships with external staffing agencies and job boards to ensure a strong candidate pipeline.
- 2. Employee Onboarding & Orientation:**
 - Support new hires through the onboarding process, ensuring a smooth transition into the organization.
 - Coordinate and facilitate employee orientation sessions, ensuring new employees understand policies, benefits, and company culture.
- 3. Employee Relations:**
 - Serve as a point of contact for employees for HR-related inquiries.
 - Assist in resolving employee concerns or conflicts in a professional and timely manner.
 - Support the implementation of HR initiatives designed to improve employee engagement and retention.
- 4. HR Administration & Compliance:**
 - Maintain employee records in compliance with legal and company requirements.
 - Assist in updating employee handbooks and company policies as necessary.
 - Ensure proper documentation for performance reviews, disciplinary actions, and other HR-related processes.
- 5. Benefits Administration:**
 - Assist employees with benefits enrollment, questions, and updates.



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- Support the HR team with benefits audits and reconciliations as needed.
- 6. HR Reporting:**
- Assist in preparing HR reports, tracking recruitment metrics, turnover rates, and employee engagement surveys.
- Help analyze data to support HR decision-making and continuous improvement.

Other HR Duties:

- Provide general administrative support to the HR team, including scheduling meetings, preparing correspondence, and managing HR files.
- Support ongoing HR projects as needed.

REQUIRMENTS

- Bachelor’s degree in human resources, Business Administration, or a related field preferred
- 2 years of experience in HR, recruitment, or a related role, and/or HR Certification
- Familiarity with HRIS systems (Workforce Now) and applicant tracking systems and social media
- Strong understanding of HR best practices and employment laws.
- Excellent communication skills, both written and verbal.
- Strong organizational skills with the ability to manage multiple priorities.
- Ability to maintain confidentiality and handle sensitive information.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

PHYSICAL REQUIRMENTS

- Use of standard office equipment (telephone, fax, computer, copier, etc.).
- Moderate physical effort to assist consumers in home environment with daily living activities.
- Ability to walk, stand, sit, stoop, bend, lift, turn, drive, and exercise ability in order to effectively perform job.
- Ability to operate a motor vehicle safely (car/minivan), using defensive driving techniques.



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Print Employee Name: _____

Employee Signature: _____ Date: _____

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor in accordance with Triple C Housing guidelines.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. EOE.
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