



We house, feed, and support those in need with compassion and dignity.

### Job Posting

Title: **Human Resources Generalist**  
FLSA Status: **Full-time, Non-Exempt**

Reports to: **Director of Human Resources**  
EEO Code: **5**

#### Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

#### Position Summary:

The **Human Resources Generalist** supports the Agency's mission by performing tasks and services to support effective and efficient operations of the organization's Human Resources department.

#### Essential Duties and Responsibilities:

- Provides general support to the HR department.
- Handles all tasks related to employee life cycle including onboarding and offboarding.
- Conducts various background checks for employees every year.
- Conducts or assists with new hire orientation.
- Processes new hires in the database and continually updates with most up-to-date information.
- Maintains accurate and up-to-date digital and physical employee file management.
- Maintains the integrity and confidentiality of human resources files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Maintain tracking of agency trainings, TB tests, and professional development.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- Assists with planning and execution of special events such as organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Handles routine issues and questions regarding benefits information, application, enrollments, and status changes.
- Performs other duties as assigned.

#### Specific Knowledge, Skills, Abilities:

- Knowledge of human resources practices
- Comfortable working with diverse populations
- Excellent computer skills in Word, Excel, databases, etc.
- Ability to be self-motivated.
- Excellent organizational and attention to detail skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent verbal and written communication skills.
- Commitment to the Mission, Vision and Values of SVDP

**Education, Qualifications, Certifications, Trainings, Licenses:**

- Associate's Degree in relevant field preferred.
- 3+ years of HR experience.
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted.
- Successfully pass required pre-employment background and drug screening.
- Valid Driver's License

**Reporting to this position:** None

**Physical Demands/Effort/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

While performing the duties of this job, the employee is regularly required talk, hear, stand, walk, sit, use hands and fingers.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply 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 duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by SVDP.

**Benefits/Additional Information:**

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

**Apply online:** [www.svdplou.org](http://www.svdplou.org)

**Email cover letter and resume to:** [hr@svdplou.org](mailto:hr@svdplou.org)

In the Subject line, please put "Human Resources Generalist"

**SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.**