Senior Human Resources Generalist

Full Time, Day Shift
Minimum Starting Salary: Commensurate with experience

Are you a people person who enjoys helping others? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community? If so, we have an exciting opportunity for you to work as a **Senior Human Resources Generalist.**

We're seeking a **Senior HR Generalist** who combines HR expertise with a passion for making a difference. In this role, you'll be instrumental in supporting our mission to improve mental health and wellbeing across our community.

Salary will be commensurate with education and years of HR experience. Please include a cover letter with your application and resume.

Key Responsibilities:

- Serve as the primary HR partner for assigned departments, providing guidance and support in recruitment, benefits, employee relations, and performance management
- Oversee and manage FMLA, ADA, and Workers' Compensation cases, including documentation, employee communication, and case coordination
- Mentor and support HR Generalist team members with complex cases and policy interpretation
- Lead strategic HR initiatives, including career fairs, recruitment campaigns, internship programs, and other key HR projects
- Participate in agency committees that shape our organizational culture

What Makes You Perfect for This Role:

- Strong HR generalist background with expertise across multiple HR functions
- Proven ability to handle sensitive employee matters with discretion and empathy
- Experience mentoring HR professionals and providing guidance on complex issues
- Collaborative mindset and excellent communication skills

Work Environment:

- Hybrid schedule with 2 days remote work per week after 6 months of employment
- Supportive, mission-driven culture with a great HR team
- Opportunity to directly impact employee experience and organizational success

Required Qualifications:

- Bachelor's degree in Human Resources or related field
- Minimum 5 years of HR experience (or equivalent combination of education and relevant experience)
- Comprehensive knowledge of labor laws (FLSA, FMLA, ADA)
- Proven experience with HRIS systems, ATS platforms, and sourcing CRM software
- Strong proficiency in Microsoft Office suite
- Demonstrated experience in recruitment and talent acquisition
- Track record of fostering inclusive workplaces and advancing DEIB initiatives

Preferred Qualifications:

- Professional HR Certification (PHR/SHRM-CP)
- Experience with UKG Ready

Core Competencies:

- Excellence in written and verbal communication, including presentation skills
- Strong analytical and critical thinking abilities
- Detail-oriented with exceptional organizational skills
- Customer service mindset
- Ability to build and maintain collaborative relationships at all levels
- Demonstrated commitment to diversity, equity, inclusion, and belonging
- Must be dependable, adaptable, and professional, with the ability to work effectively under pressure while managing multiple priorities and deadlines in a fast-paced environment.

Why Work For ISK

Because we **make a difference** in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with **amazing co-workers** in an environment that **values diversity, inclusion, work/life balance** and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the **best retirement plans** in southwest Michigan. You will also enjoy **12 paid holidays, 23 days of PTO** and the

opportunity to earn additional PTO hours for participating in our **wellness program!** Kalamazoo is the home of the **Kalamazoo Promise!**

Who We Are

Integrated Services of Kalamazoo (ISK) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Come Join Us!

Physical Requirements / Working Conditions: Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.#ISK1

We look forward to meeting you! *Apply online at http://iskzoo.org/careers*

Physical Efforts – Job demands include prolonged sitting and standing. Requires light lifting up to 25 pounds, stooping, kneeling, crouching, or bending. Requires coordination of hands and/or eye/hand/foot and ability to hear and communicate verbally.

Working Conditions – In office environment with noise from computers, copy machine, and telephones. Use of computer for periods in excess of 30 minutes at a time. May be exposed to bloodborne pathogens, infectious diseases, and parasites. May encounter community environments that include homes, schools, courts, and other community settings that may or may not be barrier-free. Travel throughout the Kalamazoo area is required.