



## WHAT WE OFFER:

- **Competitive compensation**
- **Comprehensive Medical, Dental and Vision package – FREE employee Medical Coverage and AFFORDABLE family rates with KAISER**
- **Flexible Spending Account (FSA)**
- **401(k) with employer match, Employee Assistance Program (EAP), Credit Union and Life/AD&D insurance**
- **PTO (24.5 days per year for FT employees, based on 40-hour work week)**

Founded by Nancy Hinds in 1981, we put our organization mission at the foundation of everything we do, continuing to honor Nancy's legacy while remaining competitive in the changing Hospice Care landscape. We have an amazing staff of 200, over 350 devoted volunteers and a dedicated Board of Directors. When you join Hinds Hospice, you join a mission driven organization that honors the journey of our patients and their families.

## OVERVIEW:

We are looking for a Full Time **Human Resources Generalist** to join our team.

The Human Resources Generalist utilizes working knowledge of human resource practices to assist with recruitment, maximize efficient department workflows, assist with department projects and project management, and by providing support to agency leadership. Under the direction of the Senior HR Manager, utilizes comprehensive knowledge of federal, state, and local laws, assists in all areas of HR, with an emphasis in recruitment, and assistance in the areas of employee engagement, employee relations, leave of absence compliance and management, and performance management.

## YOU HAVE:

- Bachelor's degree in Human Resources, Business Administration, or a related discipline.
- 5 years' experience in management role on broad HR responsibilities, including talent acquisitions and development, training, performance management, and legal compliance.
- Significant knowledge of current principles and practices of human resource management, and labor laws / regulations.
- Experience in full-cycle recruiting, sourcing and employment branding.
- Ability to handle multitasking effectively in a high volume, fast-paced environment.
- Culture advocate. Demonstrates a positive attitude and enthusiasm.
- Effective project management and organizational skills to develop goals and action plans; assess priorities, and resource needs.
- Ability to set and meet aggressive commitments to achieve objectives while demonstrating flexibility to handle immediate needs.
- Superb customer service skills and sense of urgency in a service environment.
- Strong organizational and interpersonal skills.
- Highly professional style to handle sensitive situations and confidential information.
- SPHR, PHR, PHR-CA, SHRM-CP, SHRM-SCP preferred.
- Proficiency in Windows, Microsoft WORD, PowerPoint, and Excel.
- Must have a valid driver's license and a willingness to use personal vehicle in the course of employment.
- Must show proof of automobile insurance, proof of current auto registration and acceptable driving record (no more than 3 points within a 36 month period).

**LOCATION:** *Hinds Hospice – Fresno, California*

**POSITION CLOSING WHEN FILLED**

**All interested and qualified individuals are invited to complete an application at**

**[Apply here](#)**

