



Unified Community Services
Serving Grant and Iowa Counties

Unified Community Services is seeking a full-time **Human Resources Generalist**. Unified Community Services provides mental health, substance abuse and developmental disability services, with two locations and 50+ employees. Human Resources Generalist reports to the Agency Director and is responsible for all human resource functions, ensuring we are hiring, developing, and retaining our best employees.

Responsibilities include:

- Conduct recruitment activities; collaborate with Team Leaders to evaluate, assess, and interview applicants; hire; and ensure successful onboarding;
- Verify employees maintain current licenses and/or certifications, training and supervision required for the position; conduct background checks;
- Administer employment benefits, including paid time off, insurance, retirement, and other benefits;
- Maintain personnel and medical files, ensuring confidentiality and legal compliance;
- Create, update and maintain Employee Handbook, and other policies and procedures;
- Propose changes to salary schedule, utilizing internal and external comparables. Implement approved salary schedule;
- Guide Team Leaders regarding job description creation and analysis; performance evaluations; performance coaching, performance improvement plans, training plans, and succession planning;
- Collaborate with Team Leaders to improve overall retention and engagement;
- Conduct employee investigations, discipline, and termination;
- Conduct exit interviews and provide constructive feedback on ongoing improvements;
- Assist Team Leaders in ensuring compliance with relevant Statutes and Administrative Codes; and
- Reporting and other duties related to responsibilities.

Ideal candidate will possess a bachelor's degree in Human Resources Management or other relatable degree, and/or three years of previous HR generalist experience. Requires completion of caregiver background check.

Competitive salary and comprehensive benefit package, including Wisconsin Retirement System, health, life and disability insurance, training, and paid time off.

Letter of interest and resume will be accepted until the position is filled.

Cheryl Knapp
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EOE/AA/CRC