



# BRIDGEPORT RESCUE MISSION

*Expanding Hope. Rebuilding Lives.*

## MINISTRY POSITION DESCRIPTION, October 2021

**POSITION TITLE:** Human Resources Generalist  
**REPORTS TO:** Chief Financial Officer  
**STATUS:** Full Time, Salaried

### ***Summary:***

Administers human resource policies, systems, plans, and practices from a stewardship perspective, in alignment with The Bridgeport Rescue Mission's Purpose, Vision, and Core Values. Recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Serves as management and employee contact and resource for a broad range of HR issues within the BRM Mission. Provides guidance and coaching on employee relations and performance issues.

***FLSA:*** Exempt

***Supervisor:*** CFO

### ***The HR Generalist must be:***

1. Able to fully support the Bridgeport Rescue Mission's Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support BRM core values and ministry philosophies.

### ***Culture and Values***

1. Personally model the core values of the Bridgeport Rescue Mission.
  2. Align personnel policies, processes and standards with the vision and core values of the Mission.
  3. Carry out HR duties with a stewardship mindset
  4. Create and implement strategies that maximize the recruitment, onboarding development or training and care of staff.
  5. Maintain strict confidentiality as the holder of personnel information.
- ❖ Administer/manage various human resource plans, programs, and policies including but not limited: to recruitment, hiring, separation, onboarding, benefits, and time off including FMLA.
  - ❖ Provide answers to employee questions about HR offerings including benefits, compensation, employee engagement, and learning and development.
  - ❖ Maintain employee handbook and policies and procedures manual. Stay current on applicable laws and best practices. Recommend policies and practices to leadership.
  - ❖ Partner with staff and management to communicate various human resource policies,

procedures, laws, standards, and government regulations.

- ❖ Conduct recruitment efforts and facilitate hiring process for all employees:
  - Write/update advertisement and job description
  - Screen and forward applicants, schedule and participate in interviewing as appropriate
  - Facilitate process as point person, coordinating with hiring managers/leadership to ensure whole communication, tracking, and documentation.
  - Draft conditional offers of employment, finalizing all related paperwork
  - Coordinate and conduct New Employee Onboarding and related on-boarding activities, collection of information, and establishment of records.
- ❖ Manage HR Systems tracking
  - Hiring
  - Discipline
  - Introductory, Probationary, and Annual reviews and goal setting
- ❖ Benefit Management:
  - Facilitate meeting with vendors, obtain bids upon renewal, confer with VP Finance & Ops regarding benefit costs, implement according to decision of Leadership Team, perform open enrollment and benefit meetings, process applications.
  - Handle benefit inquiries and concerns to ensure quick, equitable, courteous resolution.
  - Report changes in employee information and communicate benefit information/changes to employees.
  - Coordinate insurance enrollments and communicate with service providers concerning routine administration of programs.
  - Monitor workers compensation claims and coordinate between employee and insurance carrier as required; handle all associated tracking and documentation of WC and related time off.
  - Liaison for related brokers
- ❖ Participate in bi-weekly payroll preparation and submission for review by Accounting Manager.
- ❖ Conduct Exit Interviews, gather data and make recommendations to leadership for continuous improvement.
- ❖ Process/respond to unemployment claims.
- ❖ Prepare reports as required and requested ensuring compliance and best practices. Remain current and keep informed of changes to state and federal laws pertaining to benefits and HR, and communicate such, along with suggestions to CFO and CEO.
- ❖ Facilitate/implement Performance Review process: calendaring, reminding, and tracking, quarterly reviews. Includes follow up and documentation.
- ❖ Coordinate and collaborate with external HR Consultant.
- ❖ Review employee classification and reclassification for accuracy; write/update job descriptions.
- ❖ Establish and maintain personnel files in compliance with applicable laws and BRM standards.
- ❖ Perform other related duties and projects as requested including the implementation of an

employee evaluation system among others.

**SKILLS AND QUALIFICATIONS:**

- Knowledge of principles and practices of personnel administration and employment regulations.
- Committed Christian with a stewardship mindset and a good understanding and ability to practically apply Biblical principles and standards, within the workplace.
- Working knowledge and proficiency of foundational HR disciplines.
- Strong interpersonal skills: able to quickly establish rapport with employees, verbally articulate and clear, and a good listener.
- Able and willing to appropriately handle sensitive information and maintain required confidentiality.
- Highly organized with good attention to detail in gathering information, documentation, composing correspondence, establishing priorities and meeting deadlines.
- prioritize work.
- Computer literate: proficient in Microsoft Office suite and database program(s)
- Good to excellent spelling, grammar, and written communication skills.
- Excellent telephone and information gathering skills.
- Teachable and interested in increasing professional competency.

***Education/Experience:*** Bachelor's degree in business, human resources or related field required. Three+ years of experience within Human Resources with a broad participation of foundational human resource knowledge. PHR or equivalent certification preferred.

Salary Range: \$50k - \$60k depending on experience.

***Christian Life:***

As an employee of The Bridgeport Rescue Mission, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries can, from time to time, be asked to participate in chapel services and outreach ministries.

Resumes can be emailed to Erika Pothanszky, Executive Assistant at:

**[Erika.Pothanszky@BridgeportRescueMission.org](mailto:Erika.Pothanszky@BridgeportRescueMission.org)**