

# Human Resource Generalist Part-Time or Full-Time

## Peer Support & Advocacy Network

The HR Assistant is responsible for posting available positions, recruitment efforts, and completion of necessary paperwork including HR documents, and unemployment forms. Provides employees with policies and procedures and answers questions regarding benefits including healthcare, life insurance, and employee assistance program. Manages all trainings for the organization including registration and verification. Maintains a file of agency position descriptions and updates as directed. Maintains organization handbook and updates as directed. Provides a monthly report reporting activities as required. Schedules meetings and interviews as requested. Makes photocopies, faxes documents, and performs other clerical functions. Files papers and documents into appropriate employee files. Assists or prepares correspondence. Prepares new employee files. This can be a part-time position, 2 or 3 days per week with some flexibility, or a full-time position.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- Problem Solving
  - Interpersonal Skills
  - Oral Communication
  - Written Communication
  - Planning/Organizing
  - Quality Control
  - Adaptability
  - Dependability
  - Safety and Security
  - Proficient in all Microsoft Office programs
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- Education/Experience Required: Bachelor's Degree preferred, Associates Degree and three years' experience, or any equivalent combination of experience.
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- **PREFER A PRIOR OR CURRENT CONSUMER OF MENTAL HEALTH SERVICES.**

At PSAN employment is contingent upon completion of a pre-employment drug screen and background check.

**PSAN provides services and employment opportunities without regard to race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification.**