

## **SCDAA Job Description: HR Generalist**

The Sickle Cell Disease Association of America, (SCDAA) Inc., serves as the national voice for sickle cell disease (SCD) working to resolve issues surrounding sickle cell disease and sickle cell trait. Since 1972, the organization has been on the forefront of improving the quality of health, life and services for individuals, families and communities affected by sickle cell disease and related conditions. This is an exciting time in sickle cell and SCDAA is poised for the future.

SCDAA is searching for a qualified and resourceful part-time human resources generalist to help our organization grow. This role will ensure smooth and efficient business operations as we build a foundation of talented, dedicated, valued employees.

The human resources generalist will have both administrative and strategic responsibilities, and will help with important functions such as staffing, training and development, and compensation and benefits. This essential position is part-time (24 hours per week) and hybrid.

### **Objectives of this role**

- Assist in developing and executing personnel procedures and policies, and provide guidance and interpretation for business operations
- Participate in development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements
- Assist in administering benefits, compensation, and employee performance programs
- Suggest new procedures and policies for improving employee experience as well as the efficiency of HR department and company
- Ensure compliance with local and national regulations and applicable employment laws, and update policies and procedures when necessary

### **Responsibilities**

- Recruit and hire talented, skilled, key personnel in line with the organization's strategic plan for growth
- Prepare paperwork and schedules for a smooth new-hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Handle all administrative tasks for onboarding, new-hire orientations, and exit interviews,
- Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters

- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contribute to policy development
- Other duties as required

**Required skills and qualifications**

- Excellent communication and interpersonal skills, ethics, and cultural awareness
- Pleasant and collaborative demeanor
- Aptitude for problem-solving and thorough knowledge of HR procedures and policies
- Advanced knowledge of HRIS and ability to learn new technical systems, when necessary
- Knowledge of Microsoft suite

**Preferred skills and qualifications**

- Bachelor's degree (or equivalent) in human resources, business, or related field
- Proven success working in an HR department
- Resourceful mindset and strong attention to detail and follow-through
- Knowledge of state and national laws and regulations related to employment

**Salary:** Commensurate with experience

Individuals with demonstrated experience should forward their resume and a cover letter to [Info@sicklecelldisease.org](mailto:Info@sicklecelldisease.org) and reference "HR Generalist" in subject line.