



## Human Resources Generalist

Expected Pay Range: 58k-70k (+/-, depending on experience)

Greater Philadelphia Area

Offices in Jenkintown, PA & West Chester, PA

We are an innovative company, passionate about improving the lives of children and families impacted by autism spectrum disorder (ASD). We're improving service delivery with a focus on quality, training, development, and providing a great place to work. We have a strong clinical team, and a robust team of administrators that provide support.

Our organization started in 2019 and has grown enough to need a dedicated Human Resources professional. We aren't large enough to warrant an HR Manager yet, so this is an exciting opportunity for a high-performing HR Generalist to make a stake for a potential HR Manager role in the near future. **The successful candidate will have the unique opportunity to set up and grow their own team, as we continue to rapidly grow. This position will be re-evaluated in 18 months for HR manager consideration.**

### Job Duties

- Begin, lead and grow our HR function
- Install/manage the performance management process for all staff.
- Directly manage the recruiting team & strategy.
- Recruit & on-board staff and supervisors within performance standards.
- Manage the offboarding process.
- Provide guidance and support to management to maintain attrition and engagement levels within targets.
- Open enrollment.
- Point of contact for vendors/3rd parties (Paychex).
- Tuition reimbursement.
- Streamline policy/procedure.
- Provide on-site leadership in office settings as needed, with a target 1-2 days per week.
- Ensure employee paperwork such as W4, I9, etc. is completed.
- Manage payroll on a **weekly** basis.
- Ensure licensed clinical staff meet regulatory & Medicaid requirements.
- Manage Human Resources issues related to staff that are distributed in seven states / abroad.
- Respond to external requests for information, such as from government agencies.
- Prepare monthly reports for leadership meetings.





## Initial Projects (over time)

- Position description alignment
- TAP/ talent management plan
- Recruiting strategy

## What Makes Acclaim Autism Different?

- Create your own schedule around objectives
- Work from home when appropriate
- Receive tuition reimbursement & annual CEU stipend for training, conferences, or other courses
- Receive full benefits (Health, Dental, Vision, Retirement / 401k with company match, paid parental leave, paid time off, event discounts, and much more)
- Strong culture of training and feedback
- High levels of expected growth

## Benefits

You are the most valuable resource within our organization. You make the biggest impact for the families we serve. We invest in you, your development, and give you opportunities to grow & move in the business. In addition:

- Create your own schedule:
- Paid time off
- Quarterly bonus
- Tuition reimbursement / CEU & conference stipend
- Ongoing free training & development
- Retirement / 401k company matching
- Health, dental & vision benefits for full-time employees (waiting period applies)
- Employee assistance program (EAP)
- Paid parental leave
- Discounts on event tickets, national parks, movies, and more

## Qualifications

- 2-5 years experience as an HR Generalist or similar position
- Significant experience developing compliant, internal systems
- Bachelor's Degree, endorsement or relative credential in Human Resources/ Human Resource Management.
- Experience conducting investigations, overseeing performance management, and implementing policy and procedure across various settings
- Experience training supervisors on implementing systems consistently
- Ability to pass required clearances

We are an equal opportunity employer. We do not discriminate against applications, including discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, sex or other.



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