



**Job Title: Senior Human Resources Generalist**  
**Reports To: Director of Human Resources**

**Northpoint Recovery** is a growing organization dedicated to providing a safe, therapeutic environment where those struggling with addiction can build a foundation for their recovery and gain a clear vision of hope. Northpoint provides a unique setting that provides affordable and effective alcohol and drug addiction treatment, with facilities located in Boise, Idaho and Seattle, Washington. Organizational values include humility, heart, inspiration and conviction. Our commitment to excellence means doing good for others and engaging in innovative empirical based treatment. In short, our mission is to help people get their lives back and show them respect and empathy in the process.

*Northpoint has an opening for a **Senior HR Generalist** in our **Meridian, Idaho** administrative office.*

**POSITION SUMMARY:** As a key member of the Northpoint team, the Senior HR Generalist is a hands-on representative of the HR department, accountable for a variety of duties, including but not limited to, accurate payroll processing, benefits administration, onboarding, auditing and maintaining personnel files, maintenance of HRIS system, worker's compensation administration, unemployment claims, employee leave processes, and providing HR support to the employees and leaders of Northpoint. This person is responsible for excellent internal and external service, and prompt resolution to employee requests and questions.

**ESSENTIAL RESPONSIBILITIES AND DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provide full employee lifecycle support to a fast-growing organization
- Partner with the Director of HR to further develop and maintain HR policies, practices and processes
- Maintain Employee Handbook and apply employment-related policies, practices, and procedures in compliance with applicable state and federal laws and regulations
- Administer company-wide drug testing program, CPR training program, new hire and separation notices, and assist with stay and exit interviews
- Maintain HRIS (ADP WorkforceNow) and compile reports as needed
- Process bi-weekly payroll in ADP; ensure accuracy of pay processes and results. Compile and key payroll data such as new hires, garnishments, status changes, commissions, benefits, 401(k) and other deductions
- Review time sheets and follow-up with appropriate team members if additional information is needed. Contact various department supervisors for any missed punches and approvals
- Upload and transmit post-payroll files such as 401(k) reports
- Conduct/monitor quarterly or year-end reporting and processing as necessary (i.e. audits, W2 reporting, etc.)
- Primary point of contact for questions related to benefit plans and programs such as health insurance plans and time away from work benefits (ie, paid time off and leaves of absence)
- Coordinate benefits processing. Handle enrollments, COBRA, status changes, beneficiaries, disability, life insurance claims, accident and death claims, STD, and FMLA administration
- Review and reconcile benefits billing statements in conjunction with enrollments and terminations. Submit billing for approval and payments
- Monitor benefits status' in relation to the Affordable Care Act and ensure compliance
- Distribute materials for benefits orientations, open enrollment and summary plan descriptions; interface with employees, benefit carriers, and brokers
- Conduct benefits orientation for all new hires
- Ability to research and produce valid and valuable information concerning payroll and benefits programs as required

- Prepare responses to unemployment claims and worker's compensation First Report of Injury documents
- Deliver new employee orientation (NEO) and 30/90/180 follow up meetings with new employees
- Coordinate all onboarding documents and processes including required documents, background checks, reference checks, drug screens, TB screens, etc.
- Administer FMLA and non-FMLA leave of absence programs including consultation with employees and management from leave request through return to work date
- Respond accurately and appropriately to employee requests and questions; ensure prompt resolution and escalate issues appropriately
- Conduct internal audits of payroll, benefits, and other HR programs and recommend corrective actions for discrepancies
- Assist with recruiting, screening and interviewing candidates to identify the most qualified applicants. Conduct reference checks, facilitate offers of employment and onboarding processes for new hires
- Collaborate with all stakeholders and act with urgency to accomplish necessary tasks
- Perform administrative tasks with accuracy and attention to detail
- Partner with HR Director on various projects and events
- Adhere to all company policies and procedures
- Maintain confidentiality in accordance with established policies and procedures and standards of care
- Performs other related duties and special projects as assigned

**QUALIFICATIONS/REQUIREMENTS FOR POSITION:**

- Bachelors Degree in HR or equivalent experience required
- Minimum of 3 years' experience in the field of Human Resources or other relevant industry
- Preference given to candidates with prior experience in a healthcare setting with knowledge of The Joint Commission requirements
- Experience with a growing company with multiple entities and geographic locations preferred

**PREFERRED KNOWLEDGE AND SKILLS:**

- Excellent critical thinking skills
- Strong attention to detail with demonstrated organizational skills
- Comfortable analyzing information and dealing with complexity
- Able to handle confidential material in a reliable manner
- Excellent communication skills; ability to communicate clearly and concisely, verbally and in writing
- Strong interpersonal skills to handle sensitive situations and confidential information
- Social ease and a demonstrated ability to build relationships with a variety of different people and personality types
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to effectively prioritize workload in a fast-paced environment, must have ability to meet deadlines
- Proficiency with Microsoft Office Suite

**SUPERVISORY RESPONSIBILITIES:**

- None

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Job performed at a desk in front of a computer
- Requires heavy use of mouse and keyboard
- Indoor office environment
- Exposure to emotionally impaired patients/clients is possible, though this position is not located in a treatment facility setting, and patient/client interaction will be infrequent

**CONDITIONS OF EMPLOYMENT:**

- Completion of a tuberculin screening during first week of employment
- Completion of a pre-employment drug screening, post-accident and random for upon reasonable suspicion of use
- Completion of orientation and required paperwork prior to reporting to work
- Demonstrated computer literacy
- Completion of CPR/First Aid Training within first 90 days of employment
- Attendance at all mandatory staff development and training
- Completion of Health and Welfare background check

This job description is not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with this job. It is meant to be an accurate reflection of the principal job elements essential for making fair pay decisions about jobs.

Employees with potential access to protected health information must comply with all procedures and guidelines governed by HIPAA.

Northpoint offers excellent compensation and benefits packages. Qualified applicants should submit resumes to [jobs@northpointrecovery.com](mailto:jobs@northpointrecovery.com)

Northpoint is an Equal Opportunity Employer. Northpoint is an At-Will employer. Employment may be terminated at any time by employee, or employer with or without notice.

**EMPLOYEE VERIFICATION:**

I have read the above job description and do hereby accept the condition of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date