



## **REACH Medical Job Posting**

**Position Title:** HR Generalist

**Reach Medical, PLLC seeks a full time HR Generalist.**

### **Position Goals and Role:**

The HR Generalist is responsible for running the daily functions of the Human Resources (HR) department, including screening and hiring staff, administering benefits and leave, and enforcing company policies and practices.

### **HR Generalist Duties:**

- Work collaboratively with the Director of HR to manage HR operations overall.
- Work as a contact for REACH staff regarding HR related questions, information requests, problem solving and / or fact-finding related research on policies, incidents, and progressive discipline-related events, and matters, many of which are of a sensitive and confidential nature.
- Provides liaison services with REACH third-party employee benefits administrators.
- Oversees HR functions including but not limited to:
  - New hire orientation and exit procedures
  - Communications related to recruitment and hiring both with potential candidates, contractors, and REACH staff.
  - Works in partnership with the HR and Compliance Director(s) managing and overseeing HR functions.
  - Assists in the management including aspects of the REACH Handbook and other communications related to HR policies with REACH employees and contractors.

**Qualifications:**

- Minimum of a Bachelor's degree preferred.
- Advance skills in Microsoft Excel.
- Knowledge of Google Drive & Microsoft Word.
- Experience and commitment to working with people with lived experience of health inequity.
- Significant experience in and /or commitment to the provision of quality primary and behavioral healthcare to underserved populations in accordance with REACH Medical's harm reduction-based, inclusive, trauma-informed, low-threshold model of care.
- Can work independently and has the knowledge and insight to reach out for assistance from the supervisor as needed related to workload, problem solving, etc.

**Benefits:** This position is Full Time benefits-eligible.

The salary range for this position is \$17.00 - \$24.99/hour.

REACH Medical PLLC provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

Successful applicants will be able to demonstrate based on experience and/or an aspirational commitment, their commitment to harm reduction, health equity and providing care to underserved populations.

Candidate will be able to demonstrate strong written, verbal and interpersonal communication skills.

REACH is dedicated to: health equity; we are committed to hiring and developing well-qualified staff who reflect the racial, ethnic, social and cultural diversity of the people we wish to serve.

People of color, people with LGBTQ identities, and people with disabilities are particularly encouraged to apply.

Please submit a cv/resume or cover letter to Ginny @  
gdecare@reachmed.org