

**HUMAN RESOURCES GENERALIST**

**Ohio Living Swan Creek**

**Toledo, OH**

**The Human Resources Generalist coordinates recruitment and selection, benefits, workers' compensation, unemployment compensation activities, payroll, and counseling for staff members at one or more life plan communities or one or more home health and hospice locations in accordance with company standards and federal, state, and local standards, guidelines, regulations, and laws ensuring effective delivery of employment services to staff members.**

**Qualifications**

Education

* High school diploma or equivalent required.
* Bachelor's degree in human resources or in a related field preferred.

Experience

* Three years experience in human resources required.
* Two years experience in payroll required.
* Knowledge of employment guidelines, regulations, and laws preferred.
* Proficiency with Windows, Microsoft Office (Word, Excel, PowerPoint), and the internet required.
* Proficiency with an HRMS, ideally ADP, preferred.
* Proficiency with an applicant tracking system (ATS) preferred.

**To learn more about this exciting opportunity and to apply,**

**go to** [**www.ohioliving.org/careers**](http://www.ohioliving.org/careers)**.**

**Ohio Living is among the country's leading faith-based, comprehensive resources on aging well. Since 1922, Ohio Living has defined the highest standards of quality of life for adults. Recognized for quality, innovation, and a positive work environment, we are proud of our reputation for consistently exceeding the needs and expectations of those we serve. At Ohio Living, our mission is the heart of our organization.**

**Our intention is to have employees who are passionate about making their personal mission statement come to life each day at work! Be it through providing healing, eradicating loneliness in older adults, contributing to efficiencies, streamlining processes, being dependable, sparking creativity or something else, the demonstration of HOW you do your job is just as important as WHAT you do in your job.**

**Alongside our valued employees, we are making a difference throughout the state of Ohio in the lives of those that need healthcare or those embracing the next chapter of their lives. Sustained members of our team demonstrate accountable behavior and share our values of customer service, innovation, integrity, financial stewardship, leadership and care.**

**At Ohio Living Swan Creek, Toledo's premier life plan community, we provide an engaging, team‐oriented workplace dedicated to career, family and faith. We are committed to recognizing our employees for a job well done, supporting employee training and development, and promoting work-life balance and wellness of body, mind and spirit. Our residents and employees have access to a fitness center and a walking trail that winds through the campus. And depending on an employee's status, we offer affordable medical, dental, and vision insurance, 403b retirement savings, paid time off, education assistance, free meals/meal allowance, and much more.**

**Ohio Living Swan Creek was named a bronze Employer of Choice by LeadingAge Ohio for 2017-2018. The award recognizes providers of aging services who demonstrate leadership in employee development and engagement and meet stringent workforce development criteria. Thirty organizations received bronze of which four are Ohio Living life plan communities and four are Ohio Living Home Health & Hospice locations.**

**Headquartered in Columbus, Ohio Living is one of the nation's largest not-for-profit, multi-site senior living organizations. Each year, Ohio Living serves more than 73,000 people through one of our 12 life plan communities and Ohio Living Home Health & Hospice. Our Ohio-based services range from a variety of housing options in one of our communities through the full continuum of care to post-acute home health and hospice support for adults, wherever they live.**

 

**Our mission is to provide adults with caring and quality services toward the enhancement of physical, mental and spiritual well-being consistent with the Christian Gospel.**