



Human Resources Generalist

Who We Are

Family Tree Clinic is a leader in sexual and reproductive health care in the Twin Cities and Minnesota. Founded by community activists and volunteers in 1971, our vision is to eliminate health disparities through innovative, personalized sexual health care and education for diverse needs. We work to achieve this vision through providing patient-centered health care services, community education and outreach; and through developing alliances across the state to promote sexual health and freedom in our communities. The staff at Family Tree is a team of committed, passionate, and smart individuals who work hard and are eager to learn and grow together as we provide services and education to our community.

We currently employ a team of 55 with a \$4.5MM budget which supports our clinic, health education, community outreach, admin and operations, housed in a beautiful award-winning building in Minneapolis.

Core Value Statements

Commitment to furthering social and reproductive justice: striving for and demonstrating a conscious awareness of cultural markers and lenses related (but not limited) to race, ethnicity, country of origin, religion, family narrative, gender identity, immigration status, gender presentation and expression, sexual orientation and expression, mental and physical ability, size, class, and age; sex positive; striving to center justice lenses in our daily work and long-term goals

Mission-focused: conveying passion for our mission with an understanding that our work evolves over time, and that there are many ways we accomplish our collective goals; supporting a workplace environment that is in service to our mission

Collaborative and accountable: being mindful of our differences and striving for self-awareness; accountable to colleagues, patients, clients and community members; acknowledging of one's own mistakes and striving to learn from them; supportive of ongoing learning

Direct and respectful: being honest, candid and straight-forward in a way that acknowledges the power of our words; assuming the best intentions when engaged in difficult conversations; conveying respect for each other and our clients; upholding workplace standards and Family Tree's mission in all of our interactions

Position Summary

The Human Resources Generalist will work with the Senior Director of Finance and HR and the leadership team to strengthen an inclusive and cohesive organizational culture and will drive organizational effectiveness as it relates to internal culture. This position is responsible for driving the

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strategy of a newly created HR Generalist role following an assessment of Family Tree's HR needs. In collaboration with the staff and the leadership team, this person will review and update systems, structures, processes to ensure employees are connected to Family Tree Clinic's culture which centers our mission, are engaged in their role and team, and remain motivated to contribute to Family Tree's success and objectives. The focus of this position will be to partner with managers and directors to ensure strong people and culture systems for a healthy, inclusive, and sustainable organization for all staff members. This is a position that requires a high level organization, clear and calm communication, the ability to hold consistent and equitable boundaries in guiding staff, effective execution of multiple moving parts that include HR management for a team of 50-60 staff members.

Primary Duties:

- In conjunction with the leadership team and Director of Finance and HR, develop, administer and maintain Human Resources policies, resources, and procedures.
- Assess current HR practices to make improvements and clarifications aligned with our organizational values, to provide structure and communication with HR policies and practices, to support recruitment and retention of exceptional team members.
- Oversee and administer benefits, including overseeing the annual benefit renewal process, holding open enrollment meetings for all staff, and administering staff benefits surveys.
- Oversee and administer the new hire paperwork and onboarding process for all new employees.
- Oversee and administer the employee separation paperwork and process.
- Support processes and systems improvements around personnel management.
- Assist management and employees through workplace employee relations issues such as performance improvement plans, grievances, mediation, as they arise, maintaining a current knowledge of employment law.
- Lead support in staff development, recruitment efforts, retention efforts, and staff sustainability as it relates to effective hiring and onboarding process and ongoing HR support.
- Hold a key role in filling staff openings and staff transitions as it is related to HR duties, supporting the goal to ensure Family Tree Clinic is adequately staffed and effectively staffed.
- Partner with the Communications Generalist to promote jobs and expand employee recruitment to reach exceptional candidates.
- Lead internal communications on HR related issues such as hiring, employee policies, annual reviews and feedback practices, benefits to ensure staff are well informed.
- Review all job descriptions for clear and appropriate responsibilities and support equitable hiring processes in collaboration with hiring managers for all job postings.
- Collaborate with hiring managers to inform job offers and employment agreements, setting rates of pay aligned with FTC's pay equity and transparency practices.

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- Support supervisors in providing ongoing feedback and annual reviews for each team member.
- Key participant in grant initiatives that support HR practices including City of Mpls Wellness project. (trauma informed HR practices)
- Manage the topic areas and facilitator schedule for monthly management team meetings.
- Provide recommendations and reporting to support continued improvements to Family Tree's HR infrastructure centered in our values and staff sustainability.

Collaborative responsibilities:

- With the Senior Director of Finance & HR, annually review and update the Employee Handbook, ensuring compliance with all applicable state and federal laws.
- Participate in and support the planning of organizational trainings, workshops, and meetings focused on racial justice & anti-oppression and trauma informed practices.
- Develop annual goals that align with the organizational strategic plan, work plan and priorities.
- Collaborate with the staff on building a shared, healthy organizational culture that centers the Family Tree Clinic mission.
- Participate as a member on committees that impact people and culture efforts at Family Tree Clinic.

Program/department coordination responsibilities:

- Oversee and improve upon comprehensive HR systems supervising the implementation of systems and processes with people managers.
- Lead Management Team meetings and trainings to support staff development of management skills.

Additional Duties (not a complete list):

- Assist with HR functions held by the finance and operations team as needed.
- Serve as backup for bi-weekly payroll processing.
- Perform additional tasks and responsibilities as assigned by the Director of Finance and HR and Executive Director.

Qualifications

Required:

- Exceptional boundaries and ability to hold confidential information and complex human resources issues ethically and through best practices.
- Ability and willingness to challenge and change systemic and personal actions and behaviors that contribute to systems of oppression is required.

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- Experience with, or a passion for reproductive and sexual health care, health equity, LGBTQ health, and supportive of the mission of Family Tree Clinic and its core values.
- Bachelor's degree or equivalent experience in nonprofit HR, DEI, and/or operations connected to people and culture work.
- Two plus years in a related role that has included implementing personnel systems in management and human relations.
- Experience in non-profit administration including experience with project management tools.
- Ability to successfully execute and administer processes and procedures (i.e. ability to transition from strategy to tactical work and vice versa).
- Possesses strong people management and communication skills to effectively lead through conflict and employee relations issues.

Preferred:

- Experience with human resources, hiring, and retention in the healthcare sector.
- Experience with compliance of FMLA.
- Experience collaborating with teams on RJAQ and equity values to build policy.

Salary & Benefits:

This is an hourly, non-exempt position, currently offered at \$28 per hour or more depending on qualifications above what is required in the job description.

This is a benefits-eligible position, with medical, dental, vision, life, and long-term disability insurances; paid holiday, vacation and sick time, and 2% employer matched 401k.

Hours: 32 hours per week, onsite at Family Tree Clinic

Typical Working Conditions:

- This job will consist of many hours of computer screen time, phone, and video use.
- This job will include working in close proximity to others both in shared work spaces and in-person meetings.
- This job occurs at Family Tree Clinic, in a shared office environment with a sit/stand desk.
- This job may periodically require some evenings and irregular hours of work.
- This job includes a combination of office and clinic environments with hazards common to clinical environments.

To Apply:

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Please send a resume and cover letter with the subject heading "HR Generalist Position" to dangelucci@familytreeclinic.org and avanavery@familytreeclinic.org
Applications received by October 15th, 2024 will receive priority consideration.

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