



**HUMAN RESOURCES AND COMPLIANCE GENERALIST
FULL TIME
STARK COUNTY**

Coleman Health Services, formerly Coleman Professional Services (CPS), is a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs to foster recovery, build independence, and change destinies for individuals, families, and businesses in our community. We are seeking a Human Resource and Compliance Generalist to provide support to employees and managers on matters including employee relations, benefits, training, payroll, recruitment, performance management, and employment law in Stark County, Ohio.

In addition to providing employees support on HR topics, the Generalist will provide coaching and conflict resolution to managers and employees, and work with other members of the HR team to make recommendations for improvements. The Generalist could conduct New Employee Orientation and support other training and education needs. Supporting Managers with their recruiting needs will also be key to support the organization.

For the compliance side, the Generalist will work with the Compliance and Client Rights Officer to maintain compliance with accreditation and licensing regulations and serve as back-up when needed, and he/she will provide administrative support to the Compliance Officer with processing quarterly compliance documentation and other projects as needed.

Candidates must have a Bachelor's degree and one year of related HR experience with emphasis on employee relations and support. Skills needed include excellent written, verbal, and presentation skills; strong interpersonal skills and ability to work collaboratively across all levels of the organization; demonstrated ability to motivate, collaborate, and lead; being highly organized with a record of prioritizing multiple projects and meeting deadlines; being proficient in MS Office; and strong analytical and problem-solving skills.

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

If interested in applying for this position, visit our website at www.colemanservices.org and select Careers, select the yellow icon to "SEE ALL CAREERS," and then select the blue icon to "Search Open Jobs" or select Career Opportunities along the top.