**Human Resources Generalist – Employee Relations**

At Madonna you will experience heartfelt hospitality with unmatched innovation and education.  Your time at work should be rewarding which is why Madonna believes in providing you the tools you need to achieve success both inside and outside of work.  While you are making an impact on the patients we service, Madonna will invest in your health and wellness by providing a comprehensive benefit packet, paid time off, retirement plans and much more.

Our culture is based on the core principles of: **C**ollaboration, **H**ospitality, **R**espect, **I**nnovation, **S**tewardship, **T**eaching.

If these traits align with you, find your career at Madonna!

**Hours:** 8 am-4:30 pm, Monday-Friday, 40hrs/week

**Location:** Lincoln campus

**Job Responsibilities:**

* Resolves concerns and complaints through investigation, mediation, communication, collaboration, and analysis
* Provides support and guidance to managers and staff on employee relations matters, employee performance, policies and procedures, including the accommodation under the ADA and PWFA
* Conducts workplace investigations, gathering evidence, reporting findings, and recommending outcomes, in a manner consistent with Madonna policy & laws
* Trains and educates facility leaders in areas of effective supervision, workplace policies and procedures, and federal, state, and local labor laws
* Coordinates employee relations correspondence and discipline documents for manager review and signature
* Assists with administration, analysis, and/or recordkeeping for recognition programs and retention initiatives and activities as assigned, which may include the Workplace of Choice committee, the Diversity, Equity and Inclusion committee and the HALO system, among others
* Assists in analyzing recruitment, retention and turnover data/issues to identify problem areas for reducing turnover and retention of staff
* Participates in the Project Search Committee.  Completes onboarding paperwork for interns, arranges committee meetings, publishes meeting agendas, takes meeting notes, and distributes meeting minutes
* Ensures documents, files, and information are in order for accrediting agencies and surveyors

**Qualifications:**

* High school equivalency plus two years post high school education in human resources, marketing, business or related field required
* Four years’ applicable human resources experience required, preferably in health care and/or comparable size organization
* Additional relevant work experience may be considered in lieu of formal education
* PHR /SPHR or SHRM CP/SCP preferred
* Must have knowledge and experience with federal / state laws relating to human resources and demonstrated experience
* Must maintain confidentiality and discretion regarding confidential information

**What we offer:**

* Health insurance
* Dental insurance
* Vision insurance
* Life insurance
* Paid time off
* Retirement 403(b)
* Tuition Reimbursement
* Health Savings Account
* Medical Fitness & Wellness Club

**To Apply:** To learn more or apply, please visit [www.madonna.org/careers](http://www.madonna.org/careers)

**Contact Information**: Angela Kugler, Director of Recruitment, 402-413-4337 or akugler@madonna.org