



HUMAN RESOURCE ASSOCIATE

If you're excited about driving change and passionately believe that all people deserve access to quality behavioral health care, we have an amazing opportunity for you! We're looking for people who want to be part of a fast-paced and entrepreneurial team that is transforming a long-respected community mental health center into a client-centered, inclusive organization that acts locally and impacts globally.

Position Summary

The Human Resource Associate is responsible for performing a wide variety of HR-related duties in the areas of recruitment, onboarding, benefits administration, employee relations, performance management, policy implementation, and employment law compliance. The HR Associate provides excellent customer service and maintains a high level of discretion and confidentiality.

About the Brookline Center

The Brookline Center for Community Mental Health is a leading provider of mental health care and social services for adults and children. The Brookline Center has long played an important role in expanding access to mental health care in the community, and the pandemic has only heightened these needs.

Beyond our provision of high quality, affordable outpatient care, the Brookline Center creates and operates nationally recognized, innovative mental health programs through partnerships with schools, community agencies, and healthcare providers in Greater Boston, across Massachusetts and, increasingly, nationwide. In response to the ongoing crisis in mental health care access, the Center is poised for significant strategic growth in the coming years. For those with a passion for mental health, it's an exciting time to join our team.

We are actively interested in ensuring that the Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background and experiences are strongly encouraged to apply.

Primary Responsibilities:

- Assist with talent acquisition activities including posting and maintaining job openings, applicant tracking, scheduling interviews and conducting reference checks.
- Set up, schedule and participate in new hire orientation and serve as project manager for our new hire onboarding process, ensure all steps of the onboarding checklist are completed.
- Conduct CORI background checks, I-9 filing and record maintenance.
- Handles benefits administration, including enrollments, changes and terminations. Assists with annual open enrollment.
- Respond to employee inquiries regarding standard HR policies and benefits and escalate complex questions to the Director of Human Resources.
- Prepare and maintain employment records, including hiring, termination, leaves, transfers, or promotions using HRIS software.
- Manage FMLA, PFMLA and other leaves of absence, as well as long-term disability and life insurance claims.
- Liaison with IT for new employee accounts, systems, laptop, phone set up.

- Ensure all clinical employees are properly licensed upon hire and track ongoing licensure renewals .
- Ensure that necessary employment termination paperwork is completed.
- Provide assistance in the planning and effective implementation of Center policies and procedures.
- Maintain compliance with federal, state and local employment as well as benefit laws and regulations.
- Track and record employee training.
- Prepare annual OSHA, EEO, etc. reporting forms.
- Manage ACA compliance.
- Process verifications of employment requests as needed.
- Assist with planning and execution of regular employee performance reviews.
- Respond to and process unemployment claims.
- Provide backup coverage for Payroll.
- Other special projects as assigned.

Education and Experience:

- Bachelor's degree or equivalent professional experience that has equipped the applicant with the competencies, knowledge, skills, and abilities to succeed in the position.
- Experience working in the field of human resources for a minimum of three years; experience in a human services/non-profit organizational setting a plus.
- Proficient in HRIS systems; experience with ADP Workforce Now a plus.

Qualifications:

- Strong knowledge of HR principles and employee relation skills.
- Enjoys and works effectively in culture of collaboration, ongoing change, commitment to racial equity, diversity and inclusion.
- Demonstrated track record of
 - Strong time management skills and the ability to effectively work with competing priorities.
 - Ability to handle confidential information and exercise discretion.
 - problem-solving and taking initiative.
 - Commitment to ethical practices and sound judgement
 - Excellent communication and people skills.
 - Accuracy, thoroughness, and quality of work.
 - Strong team-orientation and flexible approach to work.
 - Strong proficiency with Microsoft Office applications, including Outlook, Excel, Word and PowerPoint; High degree of digital fluency using cloud-based office tools such as SharePoint and other web-based applications; demonstrated ability to incorporate and leverage these tools into day-to-day work.

Benefits

The Brookline Center offers a supportive, mission-focused work environment; professional growth opportunities; competitive salaries; and a comprehensive benefits package that includes medical, dental and vision insurance, flexible spending accounts, pre-tax savings and retirement plans, disability and life insurance, and generous paid time off. Additional compensation for staff with bilingual/multilingual abilities used in their work at the Center.

To Apply

Please submit your resume along with a cover letter that outlines your interest and qualifications to Lisa Leccacorvi, Director of Human Resources, at Talent@brooklinecenter.org.

Equal Employment Opportunity

The Brookline Center is an equal opportunity employer, committed to workplace diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.