

Human Resources Generalist

Company: Keeley Home Care LLC

Location: Saginaw, MI (4200 Fashion Square Blvd, Ste. 245) •
Hybrid

Reports to: CCO / CEO

Starting Pay: \$20.00 - \$25.00/ hour

Job Description

Keeley Home Care LLC is seeking a high-level Human Resources Systems and Support Associate to manage the administrative architecture of our agency. This is a systems-focused, backend role. While our Home Care Professionals (HCPs) report directly to the Director of Care Services or the Chief Care Officer for field operations, this position ensures that the administrative engine supporting those professionals is flawless, legally compliant, and efficient.

Key Responsibilities

HR Systems & Data Stewardship

System Management: Maintain and audit all HR data within Aaniie, ensuring personnel files, contact information, and employment records are always current and "audit-ready".

Payroll Processing: Coordinate the administrative side of payroll, ensuring hours are correctly logged and handling technical employee questions regarding pay stubs and tax withholdings.

PTO Ledger: Manage the "5-Year Loyalty Ladder"

PTO tracking. Accurately calculate the 48-hour front-load and monitor the annual rollover caps (Year 1: 0, Year 2: 2, Year 3: 4, Year 4: 6, Year 5+: 8) per Michigan standards.

Compliant Talent Infrastructure Recruitment Coordination: Manage the administrative side of the hiring funnel. Ensure all interview questions and processes strictly follow EEOC and ADA guidelines to protect the agency.

Non-Skilled Integrity: Audit all HR documentation to ensure no "medical" or "clinical" language is present, reinforcing our status as a non-skilled agency.

Onboarding Execution: Facilitate the technical onboarding of new HCPs, ensuring all legal disclaimers and Service Plan acknowledgments are signed and filed before they begin reporting to their supervisors.

Operational Support & AI Integration AI Documentation: Leverage AI productivity tools to draft and refine corporate memos, policy updates, and training manuals for the C-Suite.

Executive Support: Maintain the confidential records for the 92/8 Leadership Shield Plan (exclusive to the C-Suite).

Administrative Security: Handle all physical and digital records with Level P-5 security standards, ensuring a total separation between personal and business documentation.

Compliance & Privacy

Professional Boundaries: Uphold strict professional standards, ensuring that business operations remain separate from the personal lives of the leadership team.

Legal Standards: Ensure the agency remains compliant with all Michigan-specific labor updates while maintaining a clear "non-medical" distinction in all communications.

Qualifications

Education: Degree in Human Resources, Business Administration, or a related field preferred.

Technical Mastery: Advanced proficiency with HRIS platforms and a strong command of AI productivity tools.

Legal Literacy: Deep understanding of Michigan labor laws and the distinction between Home Care (non-skilled) and Home Health (clinical).

Precision: High attention to detail with the ability to manage complex "Loyalty Ladder" accruals without error.

*****To apply, Send an email with a resume and 2 references to admin@keeleyhomecare.com*****