

Are you looking for an opportunity to advance your career while working with an extraordinary team? At Merakey, we put heart and soul into everything we do. We are seeking a **Human Resources Partner- Employee Relations** to support our People Operations Team.

This is a full-time Remote position available to candidates residing in PA, DE, FL, LA, MD, NJ, OH, TX, or VA.

Salary range: Up to \$75,000 depending on experience.

Position details:

The **Human Resources Partner - Employee Relations** will:

- Facilitate the timely resolution of employee relations issues to include investigations, research, communication with all parties involved, summary and next steps.
- Serve as a trusted advisor to operational leadership and employees through coaching, advising, and empowering them to work through even their most challenging people issues.
- Conduct and coordinate internal investigations into allegations such as harassment, discrimination, retaliation, etc. to facilitate prompt, fair, and effective resolution of issues.
- In collaboration with operations, develop tools, resources, and solutions to improve employee experience and mitigate legal risk.
- Maintain confidential employee relations electronic files and document and track via the HR Case Tracker.
- Promote knowledge, understanding and compliance with company HR policies through coaching, presentations, and training.
- Provide consultation and support to management through performance management, including performance improvement, corrective action, and termination processes.
- Respond to EEOC and other third-party charges, applying a working knowledge of basic principles of EEO and other employment laws. Prepare position statement in collaboration with People Operations Manager and legal department.
- Address education and training opportunities regarding ER issues with management and staff when appropriate and applicable.
- Participate in the establishment of new and/or refinement of existing HR policies and practices.
- Work with other members of HR team to support Operations when necessary.
- Collaborate with the Labor Relations department with regards to grievances and mediation etc.

Benefits

Merakey offers generous benefits that promote well-being, financial security, and work-life balance, including:

- Comprehensive medical, dental, and vision coverage, plus access to healthcare advocacy support.
- Retirement plan -- both pre-tax and Roth (after-tax) options available for employee contributions.
- DailyPay -- access your pay when you need it!
- On the Goga well-being platform, featuring self-care tools and resources.
- Access Care.com for backup childcare, elder care, and household services.

- Confidential counseling, legal, and financial services through our Employee Assistance Program (EAP).
- Tuition reimbursement and educational partnerships.
- Employee discounts and savings programs on entertainment, travel, and lifestyle.
- Access to Pryor Online Learning for free online personal development classes.

Learn more about our full benefits package - <https://www.merakey.org/careers/benefits>

About Merakey

Merakey is a non-profit provider of developmental, behavioral health, and education services. More than 8,000 employees provide support to nearly 40,000 individuals and families throughout 12 states across the country each year. [Click here to watch a video about Merakey.](#) **Merakey strictly follows a zero-tolerance policy for abuse.**

Merakey is proud to be an Equal Opportunity Employer! We deeply value diversity and do not discriminate on the basis of race, religion, color, national origin, ethnic background, sex, gender, gender identity, sexual orientation, age, marital status, veteran status, genetic information, or disability status. Moreover, we are committed to creating teams that reflect the diversity of the communities we serve and encourage applicants from underrepresented backgrounds to apply. Merakey welcomes all Veterans to apply!

Via Merakey website or email sbates@merakey.org