

Waystone Health & Human Services is a nonprofit organization committed to supporting people with developmental disabilities and their families. We are proud to offer 29 community group home residences throughout the Merrimack Valley area along with specialized services across 70 cities and towns in Northeastern Massachusetts.  
  
Our goal is to help children, teens and adults with disabilities such as Autism and Down Syndrome to achieve the richest and fullest lives possible. Over the years, our direct service professionals, nurses, case managers, clinicians and administrators have developed a culture of care and compassion. We are actively seeking job candidates who are committed to our mission.  
  
Employee and Labor Relations Manager  
  
Schedule: Full time, 9 to 5. Also open to less than full time. This is a hybrid schedule. Typically would be 4 days in the office, 1 day remote.   
  
About us: The HR department is a team of 6 for 420 employees.   
  
Location: Our office is located in Lawrence on the Andover border at Heritage Park office building. We are immediately off of the 495 exit, or off of Rte 114. Plenty of free parking!   
  
Reports to: Vice President of Human Resources  
  
Summary: The Employee and Labor Relations Manager supports a wide range of HR Generalist functions to include: employee relations, employee engagement, training, compliance efforts and HR projects.  
  
FLSA: Exempt  
  
Qualifications and Educational Requirement:  
  
• Bachelor's degree required.  
• PHR, or SHRM-CP is strongly preferred.   
• Labor law or Union experience is strongly preferred, preferably in a healthcare or service driven industry.  
• Minimum of 3 to 5 years of HR Generalist background as a HRBP or Senior HR Generalist managing complex ER issues as part of daily work.  
• Management Training background in PFML and Performance Management.  
• Onboarding and new employee orientation experience.  
• Strong MS Office skills and ability to learn the HRIS/Paycom.   
• Ability to resolve issues quickly, excellent verbal and written communication  
• Valid driver’s license and a minimum of 1 year of driving experience.   
•The ability to occasionally drive to local worksites in the Merrimack Valley area and for hearings on behalf of the company  
• Regular and predictable attendance.  
  
  
**Key Responsibilities (Essential Functions)**   
  
• Manages employee and labor relation issues that include providing guidance to managers and employees on the interpretation of provisions of the collective bargaining agreement and employee handbook.   
• Reviews employee grievances and evaluates allegations. Works with the union representatives, employees and managers to resolve issues.   
• Ensure adherence and compliance with contractual requirements in conducting disciplinary hearings.  
• Provide guidance to managers on carrying out goal setting for corrective action  
• When necessary, manages termination process and off boarding tasks.   
• Provides general HR training to supervisors and managers during onboarding and as needed.  
• Attends (very occasional) unemployment hearings.  
• ACA and EEO reports  
• I-9 audit  
• Serve as a back-up resource for Recruitment team for vacations or peak times.   
• HR projects  
  
  
Contact: To be considered for the role, please forward resume to Kathryn Mageary, Vice President of Human Resources, [kmageary@waystonehhs.org](mailto:kmageary@waystonehhs.org)