

# Ronald McDonald House Charities of the Inland Northwest

## Job Description: HUMAN RESOURCES MANAGER

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### **Position Summary:**

The Human Resources (HR) Manager provides executive support to the organization, working with various committees, and the Leadership Team. This is a collaborative role, with active involvement in many activities and initiatives of the organization's operation. The HR Manager supports the organization and staff as a whole. Working under the supervision of the Director of Finance and Operations, the HR Manager is responsible and accountable for the implementation of personnel policies and operational functions.

**Reports to:** Director of Finance and Operations

**Salary:** \$49,920-\$62,400 annually

### **Overview:**

Should have a deep understanding of the RMHC mission and the operations to achieve the organization's mission. Provides executive assistance in all aspects of RMHC operational planning, implementation, ongoing operations, evaluation and responsibilities for the overall human resources functions within the organization.

Communicates with all who impact the Chapter's operations, including staff, Board of Directors, RMHC INW Directors and the Leadership Team, vendors/contractors, donors, etc.

This is a full-time position, non- exempt, with health benefits. PTO (starting at 20 days) available as outlined in the Employee Handbook. Work-days and hours are somewhat flexible, depending on the needs of the organization and as approved by the Director of Finance and Operations.

### **Responsibilities:**

#### Human Resources Responsibilities

- ✚ Promotes and implements strategic, organization-wide human resource initiatives
- ✚ Partners with the leadership team in all aspects of the employment life cycle.
- ✚ Establishes personnel standards, including:
  - Talent acquisition/recruiting/hiring
  - On-boarding/orientation
  - Employment processing
  - Compensation
  - Health and welfare benefits
  - Records management
  - Safety and health
  - Succession planning

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- Employee relations
- Compliance with organization, state, and federal policies and procedures
- + Responsible to assist each department with recruiting, hiring, onboarding, and orientation of new employees
- + Lead, in close collaboration with Directors, the expansion and implementation of personnel development strategies established by Executive Director; these include:
  - Engagement
  - Work progress
  - Continual professional/personal development
  - Performance management
  - Performance evaluations
- + Responsible for assessing and consistently working towards retention of employees, including current state of personnel engagement.
- + Assists Directors/Managers with human resources issues that may arise through training, coaching, mentoring, performance improvement plans, appraising staff contributions, resolving problems and implementing changes
- + Manages the payroll process ensuring accuracy and detail
- + Works with the People Committee to establish and implement policy and procedures and maintains ongoing communications and consultation for supervisors and employees
- + Accesses People Committee Chair(s) as necessary in order to maintain ongoing communications and consultation for supervisors and employees
- + Works closely with Leadership Team to support all department supervisors in the training/development, coaching/mentoring, and performance improvement of their direct reports
- + Models respect for diversity by providing an equitable and inclusive workplace for staff and assists supervisors in holding staff accountable to the same
- + Updates job knowledge by participating in conferences and educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations
- + With consultation and approval from Leadership Team, guides, teaches, and evaluates Interns, as applicable
- + Manage, oversee the evaluative process for all staff
- + Maintain personnel files for all staff

### Operations Responsibilities:

- + Collaborates with the Managers to support ongoing development, review, implementation and updates of operations policies and procedures
- + Maintains tracking system for safety and health incidents as well as compliance with organization, state, and federal policies and procedures

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- ✚ Supports ongoing development, review, implementation and updates of emergency and safety policies and procedures
- ✚ Troubleshoot and facilitate the resolution of technology issues within breadth of knowledge, including computers, telephone system, printers/copiers, cellular devices, mobile devices, etc
- ✚ Maintains the overall knowledge of technology needs of the organization, as well as recommends necessary purchases and subscriptions for operations
- ✚ Maintains all IT consultant and IT-related vendor contracts and fees to help RMHC operate as effectively, safely, and efficiently as possible, including during times of organizational changes relative to IT needs/services
- ✚ At the direction of the Director of Finance and Operations, prepares financial records and reports for annual budgeting, and assists with proper posting of accounts in A/P and A/R
- ✚ Other duties as assigned

### **Qualifications/Skills:**

Prefer bachelor's degree; and/or 3+ years' experience in Human Resources field.

### **Working Conditions/Physical Demands:**

- ✚ Some lifting and carrying required; up to 35 pounds.
- ✚ Standing and/or sitting for extended periods of time.