

**Ronald McDonald House Charities® of the Intermountain Area, Inc.**  
**JOB DESCRIPTION**

**Job Title:** Human Resources (HR) Specialist  
Current Employee: TBD  
Team: People & Operations  
Reports To: Chief Operations Officer  
Classification: Full-time hourly, non-exempt (part time 22-24 hrs/week may be possible for highly qualified candidate)  
Hours: Weekdays in-person, with limited opportunities for remote work for full time employee  
Compensation: Starting pay \$22-\$25/hr, depending on experience

**THE POSITION:**

The HR Specialist is an integral member of the People & Operations Team at RMHC. This position strengthens and supports processes, systems and RMHC's most important asset, our employees. They follow best practices in human resources, including documentation, reporting and communication. The HR Specialist seeks out opportunities to support and affirm RMHC's mission-based culture of excellence among the team and throughout the organization.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**Talent Acquisition, Growth & Retention**

- Coordinate with the RMHC leadership team to recruit, train, retain and build capacity among staff
- Provide support for staff recognition programs, employee events as well as employee performance reviews and coaching in coordination with the COO

**Human Resource Administration**

- Maintain RMHC personnel files, records, and other employee data and information according to standard protocols, and with accuracy and confidentiality
- Maintain master copy of employee handbook and job descriptions, propose and provide updates as needed
- Maintain staff directory and provide timely staff-related updates to stakeholders
- File Worker's Compensation Claims, Unemployment Claims and provide other staff-related case management in coordination with COO
- Assess and support FMLA needs and requests, providing appropriate follow-through, communications, tracking and reporting
- Complete regular audits of personnel files and follow protocols aligned with the RMHC Record Retention Policy
- Provide support with payroll and benefits, and serve as back-up for payroll as needed
- Become proficient in the use of RMHC systems (MS Teams, Paylocity) to ensure helpful and accurate files and communications

**Human Resource Assistance for RMHC Employees**

- Maintain an up-to-date digital folder for managers, with employment templates, resources and guidelines to grow talent and address employee performance issues
- Assist with employee concerns and investigations, in coordination with COO
- Effectively communicate and follow staff policies, procedures, and best practices
- Provide general support and assistance to employees and supervisors in accordance with Employee policies and practices - maintaining confidentiality and mission-focus

- Protect the interests of employees and the organization, and ensure that policies and actions comply with local and federal labor laws
- Conduct onboarding and exit meetings with employees to complete documentation

### **General Admin & Special Projects**

- Coordinate and manage special projects under the direction of the COO to support staff wellbeing, safety and belonging, and to further the reach and mission of RMHC
- Initiate professional and courteous communications and correspondence with staff, board members, volunteers, donors and community partners
- Represent RMHC and interact with RMHC stakeholders with the highest level of professionalism
- Other duties as required

### **Requirements:**

- 2+ years demonstrated experience providing HR support and administrative excellence
- Bachelor's degree or equivalent experience
- Ability to creatively develop and effectively manage multiple projects and priorities
- Demonstrated organizational skills, good judgment, discretion and dependability
- Demonstrated ability to work autonomously
- Ability to solve problems and make decisions
- Cultural competency to effectively work among the wonderfully diverse staff, volunteers and stakeholders of RMHC
- Excellent interpersonal skills
- Attention to detail and accuracy
- Excellent written and verbal communication skills
- Computer competency, as well as an ability to quickly learn and operate new systems and programs
- Ability to successfully pass criminal background/sex offender registry check and willingness to meet RMHC immunization requirements due to proximity with vulnerable patients and their families
- Passion for the mission of RMHC

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work.*

*Ronald McDonald House Charities is an equal opportunity employer and values a diverse workplace.*