



Human Resource Manager Ronald McDonald House Houston

Job Posting

Program Location: Holcombe House
FLSA STATUS: Exempt, Part-Time Employee
REPORTS TO: Chief Executive Officer

OVERVIEW: The primary responsibility of the Human Resource Manager is to assist with employee relations and development and retention. In addition, this position will supervise the employee orientation process.

RESPONSIBILITIES

- Develop and monitor employee evaluation process
- Provide a neutral opportunity for staff to seek out for advice and guidance for HR matters
- Develop and implement employee training and development program
- Refine and supervise employee orientation process
- Create a culture of inclusion, and positivity, focusing on communication, development, recognition, and retention of talent
- Manage employee handbook and update as needed
- Monitor staffing levels, employee turnover, and recruiting efforts at all locations
- Primary point of contact for bi-annual Mercer Study
- Provide ongoing support for performance management, policy administration and compliance, employee development, and succession planning
- Collaborate with others for various programs/initiatives such as DEI
- Perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree preferred
- SHRM certification preferred
- 6 plus years of increasingly responsible HR experience with demonstrated focus on employee relations as well as employee development and retention
- Excellent interpersonal skills
- Excellent organizational skills, attention to detail, and verbal and written communication skills
- Ability to function responsibly and autonomously as demonstrated by excellent decision-making skills, sound judgment, and a high comfort level to exercise authority

This job description reflects an assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Other duties and tasks may be assigned to this job at management discretion.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to walk, sit, and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear
- The employee may be required to lift to 20 pounds
- The vision requirements include close, distance, peripheral, and depth perception



WHO WE ARE

Ronald McDonald House Houston (RMH Houston) offers a home away from home providing care, compassion and hope to families with seriously ill children being treated in Texas Medical Center member institutions. For more than three decades, we have been helping families with seriously ill children stay close together during difficult times. Today, that vision has grown to include the Holcombe House, a free-standing 70-bedroom home for longer-term stays; a house inside Texas Children's Hospital with 19 bedrooms; a house inside Children's Memorial Hermann Hospital with 14 bedrooms; ten family rooms inside Texas Children's Hospital; and a family room inside MD Anderson Children's Cancer Hospital.

HOW TO APPLY

If you are interested in joining this team in service to our community, please email your resume and cover letter to: John Countzler (jcountzler@rmhhouston.org), 713-795-3581

In the subject line of your email, please include your name and the job title for this position ("Your name – Human Resource Manager").