



POSITION DESCRIPTION

JOB TITLE: Human Resources Manager
REPORTS TO: Operations Director
STATUS: Exempt Full-time

SUMMARY OF POSITION:

Administers human resource policies, programs, and practices from a stewardship perspective, in alignment with Montana Rescue Mission philosophy, mission statement and core values. Recommends, and implements approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Serves as contact and resource, for management and employees, for a broad range of HR issues within MRM. Provides guidance and coaching on employee relations and performance issues. Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs and practices.

ESSENTIAL FUNCTIONS:

- ❖ Administer various human resources plans, programs, and policies for organization and ministry personnel;
 - Facilitate/participate in review, selection, and administration of various compensation, benefits or other HR programs.
 - Facilitate and/or participate in all hiring and separation related situations.
 - Facilitate MRM's employee on-boarding, training and staff development
 - Provide answers to employee questions about HR offerings including benefits, compensation, employee engagement, and learning and development.
- ❖ Process payroll, track employee time off and maintain required reports and records.
- ❖ Keep employee handbook current and available to employees in an electronic format.
- ❖ Counsel and coach leadership and supervisors in addressing and resolving employee issues, including but not limited to: discipline, documentation, development, training, and performance evaluation.
- ❖ Facilitate hiring for all positions:
 - Recruit , screen and interview job applicants, check references and conduct due diligence, coordinate with management personnel.
 - Make conditional offers of employment, finalizing all related paperwork and run related background investigations.
 - Coordinate and conduct New Employee Orientation and related on-boarding activities, collection of information, and establishment of records.
- ❖ Respond to employee relations issues such as employee inquiries, complaints, harassment/discrimination allegations, and unjust practice allegations and take appropriate course of action toward resolution.
- ❖ Monitor workers compensation claims and liaison between employee and insurance carrier as needed.
- ❖ Facilitate employment Separation:
 - Conduct Exit Interviews and follow Separation Process.
 - Notify appropriate vendors, insurance carriers, etc. of separation. Receive and record COBRA insurance premium payments.
- ❖ Participate in gathering information related to wage and salary and the construction of compensation ranges.
- ❖ Represent MRM for unemployment claims.
- ❖ Prepare reports as required and requested ensuring compliance and best practices. Remain current and keep informed of changes to applicable state and federal laws. Communicate such, along with suggestions to leadership.
- ❖ Facilitate Performance Review Process from start to completion to ensure timely gathering of information and sharing of such with employee.
- ❖ Administer classification and reclassification of positions and write/update job descriptions.
- ❖ Facilitate and/or conduct training for workforce to facilitate legal compliance and organizational alignment:
- ❖ Establish and maintain personnel files (physical and electronic) in compliance with applicable laws and MRM standards.
- ❖ Maintain and keep current SOPs related to hiring, separation, on-boarding and other HR functions/systems.
- ❖ Other projects and duties as requested.

SKILLS & QUALIFICATIONS

- Considerable knowledge of principles and practices of personnel administration and employment laws, regulations, and best practices.
- Committed Christian with a good understanding and ability to practically apply biblical principles and standards, particularly within the workplace.
- A solid and credible Christian witness and lifestyle that exemplifies Christ in character and actions
- Exercise judgment that is consistent with MRM mission statement and core values, standards, practices, policies, procedures, regulation or law.
- Working knowledge and proficiency of multiple HR disciplines including: benefit administration, FMLA, compensation, employee relations, workers compensation, unemployment, and talent management.
- Ability to objectively coach or to secure coaching for employees and management through complex, difficult and emotional issues.
- Exceptional interpersonal skills: adept at interviewing and extracting relevant information; verbally articulate and clear; good listener; able to apply biblical problem solving principles and facilitate such with others.
- Able to appropriately handle sensitive information and maintain required confidentiality.
- Attention to detail in gathering information, documentation, composing correspondence, typing and proofing materials, establishing priorities and meeting deadlines.
- Ability to organize and prioritize work.
- Able to research and compile various types of data, perform analysis as relevant, and present or propose accordingly.
- Computer literate: proficient in Microsoft Word, Excel and database program(s)
- Knowledge of office administration procedures.
- Effective presentation, training and public speaking skills.
- Strong spelling, grammar, and written communication skills.
- Excellent telephone and information gathering skills.
- Teachable and interested in increasing professional competency.
- Valid Montana driver's license, record acceptable to MRM insurance carrier

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Typical office environment.

Lifting and moving – up to 40lbs, *occasionally*

Travel between MRM buildings and properties - *occasionally*

See, hear, speak and think critically - *continuously*

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

EDUCATION/EXPERIENCE:

- A bachelor's degree in Business , Human Resources or related field and minimum five (5) years of progressively more responsible experience in HR as a generalist
- Any equivalent combination of education and experience
- Human Resource Management certification preferred
- Non-profit experience desired

Requirement:

Montana Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel by being an exemplary provider of effective and efficient solutions for those we serve, from a distinctly Christian perspective. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Montana Rescue Mission;
- Subscribe to Montana Rescue Mission Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed;

- Adhere to the Montana Rescue Mission Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.

Signature

Printed Name

Date