

# Human Resources Manager

## RAMP

RAMP, a dynamic non-profit, non-residential Center for Independent Living (CIL) seeks to fill the position of Human Resources Manager. This position guides and manages the overall provision of Human Resources and Facilities Management for the all four (4) RAMP offices.

Primary areas of responsibility include legal compliance, all aspects of organizational staffing, benefits and compensation, and facilities management.

The successful applicant will have experience in recruitment; collaborative organizational planning; performance management; staff development & training; and employee relations and communication.

Our culture is different from other work cultures. We work in a Results Only Work Environment (ROWE) where it is all about responsibility, accountability and autonomy. We don't manage an employee's schedule, we manage results. An employee is independently responsible to create their schedule to meet the needs of their position and the organization. A successful applicant is self-motivated, reliable, trustworthy, dedicated, collaborative and forward thinking!

Requirements include an Associates or Bachelors degree in a field easily related to the position and/or minimum 3 years equivalent experience. An understanding of non-profit or direct service programs is a plus.

RAMP actively seeks to employ individuals with disabilities with 51% of RAMP's staff and Board of Directors being persons with disabilities.

Please follow this link: <http://rampcil.org/a-career-at-ramp/> to apply and learn more about our organization's impact on those we serve.

Please complete the online application, upload your cover letter, resume and any supporting documents and on the last screen select 'Finish and Submit'. If you are unable to submit online, please contact the Human Resources Manager at 779-774-1012 for alternate application methods.

Applications will be reviewed as they are received.

*We consider applicants for all positions without regard race, color, religion, gender, sexual orientation, national origin, age, veteran status, disability, genetic information, pregnancy (or medical or common conditions related to pregnancy), ancestry, arrest record, citizenship, order of protection status, military status or unfavorable discharge from military service or any other protected class.*

# **HUMAN RESOURCES MANAGER POSITION RESULTS**

**Organizational Goal:** #1 Support individuals with disabilities in the achievement of their self-designed goals through education that leads to elevation and infiltration within their communities.

**Position's Customers:** Current and potential staff, vendors/people with whom RAMP does business that affects HR

**Position's Ultimate Goal:** To ensure people enjoy working here and make RAMP an employer of choice!

**COMPLIANCE:** To assure no fiscal outputs for lawsuits within our control and to assure RAMP is meeting all compliance requirements from appropriate entities.

- ✓ Laws and Regulations
  - Direct Services
  - Employment
  - Unemployment
- ✓ Policies and Procedures
- ✓ Best organizational practices/Ensure Equity throughout the Organization
- ✓ Insurances
- ✓ Maintain membership in local and national organizations

**STAFFING:** To hire the best, most passionate people, make sure they stay happy and are engaged.

- ✓ Recruiting/Onboarding/Retention
- ✓ Conflict Resolution
- ✓ Training
- ✓ Performance Management
- ✓ Staff Development/Employee Engagement

**BENEFITS & COMPENSATION:** To provide the richest benefit/salary plan we can to employees while also being mindful of the organizational budget.

- ✓ Benefit Management and Administration
- ✓ Salary Analysis
- ✓ Payroll Management and Administration
- ✓ Policies and Procedures
- ✓ Organizational Wellness Initiatives

**FACILITIES MANAGEMENT:** To assure safety of staff and assure that RAMP's facilities are inviting, appealing, clean, safe and accessible.

- ✓ Safety & Security
- ✓ Space allocation
- ✓ Vendor management/contract negotiation
- ✓ Phone system