



HUMAN RESOURCES DIRECTOR

Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.

Job Title: Human Resources Director

Department: Administration

Reports to: President/CEO

Status: Exempt, Full-time

DATE: May 2025

Summary: Reporting to and working collaboratively with the President/CEO, the Director of Human Resources (HRD) is a member of the senior management team and supports the human resource needs of the organization and its' employees. The HRD provides inspirational leadership in managing all human resources activities assisting the organization in functioning at its highest level through the recruitment and retention of high-performing, mission-aligned employees. The HRD works with the senior leadership team to help define and shape the organizational culture, nurture employee engagement, and implement best practices that increase the organizations' capacity to fulfill its important mission.

Minimum Professional Requirements:

1. A minimum of a Bachelor's degree in Human Resources Management, Business or a closely related degree. Master's degree preferred.
2. A minimum of 4 to 5 years of HR management experience with progressively increased responsibility.
3. Strong working knowledge of principles and practices of human resources administration; administrative analysis, employee development programs, report writing methods and techniques, conflict resolution, labor codes and guidelines.
4. Excellent interpersonal and communication skills.
5. Ability to work effectively with diverse people populations.
6. Strong analytical and creative problem-solving skills.
7. Detail oriented and excellent planning and organizational skills.
8. Proficient with Microsoft Office Suite or related software.
9. Ability to obtain a level one fingerprint clearance card, pass an online background check, pass a pre-employment physical and drug screen, reference check, TB test, verification that the individual is not listed on the AZ adult protective services registry, compliance with vaccination requirements.

Professional Responsibilities:

- The HRD is a member of the Senior Staff Team and provides leadership and consultation on Human Resources matters with broad and current subject matter knowledge that includes expertise in federal and state employment laws.

- The HRD plans, directs, and implements policies and procedures for all areas of the human resources function including staffing, compensation, benefits, employee relations, and compliance; effectively balancing employee advocacy and the operating needs of the organization.
- Administers and oversees the administration of human resource programs including, but not limited to: recruitment, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale.
- Conducts research and analysis of organizational trends including review of reports and metrics.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior management.
- Monitors and assists in ensuring the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Provides guidance and leadership to management; assisting with the resolution of performance, grievance, and other types of HR issues.

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. While performing the duties of this job, the employee is frequently required to stand, walk, have great dexterity of hands and arms, stoop, kneel, talk, and hear. The employee may sit for long periods of time and be required to lift and/or move items up to 25 lbs. Employee must be able to navigate the Ranch moving from smooth surfaces to rocky or uneven terrain.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Lighting and temperature are adequate and controlled. Work is generally performed within an office environment, with standard office equipment available.