



Job Title – Human Resources Manager – Full - Time Job Description

Locations (s): Charlie Naylor Campus- 2803 Mossrock, Bldg A, San Antonio, TX 78230

Salary: Exempt / \$57,000.00-\$67,000.00 per year dependent on experience and certification

Schedule: Monday-Friday 9:00am-5:00pm; 40 hours per week

Reports to: Chief Operating Officer

Position Overview

The Human Resource Manager is responsible for supporting the Rise Recovery mission with running the daily functions of the Human Resource (HR) Department. This position is responsible for onboarding, benefits, leave, enforcing company policies and practices, and offboarding. This position requires strong organizational skills, creativity, initiative, and an ability to prioritize while multi-tasking. The ideal candidate will thrive in a fast-paced mission-driven environment, is committed to teamwork, and is able to adapt to changing priorities.

All employees should demonstrate commitment to Rise Recovery's mission and values while providing enthusiastic, professional and courteous service to all who receive services. Additionally, all Rise Recovery staff must cultivate donor and community relationships to raise awareness of the organization's work, goals, and financial needs

Essential Job Functions

- Recruiting / Resume screens, talent acquisition, and providing guidance to hiring managers in performing these functions.
 - Onboarding process to include background and motor vehicle checks, compensation, health and welfare benefits, training, IT setup, and equipment distribution.
 - Employee demographics and records management to include employee personnel files.
 - Organization employment, safety and health compliance as required on state and federal levels through AA/EEO and Texas Workforce Commission.
 - Maintaining staff contact list and emergency contact information for employees.
 - Succession planning, employee relations and retention.
 - Process, verify and maintain documentation relating to HR activities such as staffing, training and performance evaluations of all employees.
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Additional Job Responsibilities

- Plan, develop and implement policies related to all functional areas of Human Resources
 - Job description updates
 - Staff Development Trainings to include onboarding training as well as annual training.
 - Tracking employee data to include DL and insurance expiration dates, certification expiration dates, wage rates, and monthly performance review due dates.
 - Quarterly drug screens to include paperwork completion, employee notification, and maintenance of records in employee file.
 - Terminations to include exit paperwork, unemployment claims, and COBRA packets.
 - Perform other HR duties and responsibilities including performance management, verification of employment, DEI Committee, employee engagement surveys, organization chart updates, and annual Texas Child Abuse / Neglect Registry Check for program staff while maintaining a sense of core values and team spirit.
 - Provide clerical and administrative support as needed
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Education and Training

- Bachelor's Degree in Human Resources, Business Administration, or at least one year of business administration and human resource management experience required.
 - Society of Human Resources Certification (preferred)
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Knowledge and Experience

- Excellent verbal and written communication skills.
 - Excellent interpersonal, negotiation, and conflict resolution skills.
 - Excellent organizational skills with attention to detail.
 - Excellent time management skills with a proven ability to meet deadlines.
 - Strong analytical and problem-solving skills.
 - Ability to prioritize tasks and delegate when appropriate.
 - Ability to act with integrity, professionalism, and confidentiality.
 - Thorough knowledge of employment-related laws and regulations.
 - Enthusiastic, professional and courteous service to a diversity of people
 - Proficient with Microsoft Products to include Word, Excel, Outlook, and Power Point
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Physical Requirements

- Ability to walk, stand, sit for short or long periods of time.
- Prolonged periods of sitting at a desk and working on a computer.



- Able to operate standard office technology and equipment and utilize office supplies.
 - Must be able to access and navigate each department at the organization's facilities
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Working Conditions

- Standard administrative office environment primarily during business week with availability to work outside regularly scheduled hours during periods of workload fluctuation.
 - Periodic commute for meetings and support to local service centers.
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Rise Recovery is an equal opportunity employer committed to creating a diverse and inclusive work environment. We encourage applications from all qualified individuals, regardless of background.

If you are interested in the position, please submit your resume to hr@riserecovery.org