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# RMHS

## *Rocky Mountain Human Services*

### ROCKY MOUNTAIN HUMAN SERVICES DIRECTOR, PEOPLE & CULTURE

#### POSITION SPECIFICATIONS

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#### CLIENT

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**Rocky Mountain Human Services (RMHS)**, founded in 1992, is a nonprofit organization that empowers people with the resources they need to thrive, and to live the lives they envision in their communities of choice. With a staff of just over 500 talented and dedicated employees, **RMHS** supports more than 15,000 Colorado residents through case management and direct service programs.

**RMHS** provides personalized case management and services for:

- Children and adults with intellectual and developmental disabilities and their families.
- Military Veterans who are experiencing or at risk of homelessness.
- People transitioning from a mental health institute, psychiatric hospital or substance use treatment facility to a community setting.
- Children and adults in need of long term care.

By population served, **RMHS** provides the following services:

#### ***Services for Children & Adolescents***

- Children's Clinical Services – Comprehensive assessment, consultation and intervention services for people from birth to age 18.
- Children's Extensive Support – Services for people from birth to age 18 who have life-threatening medical conditions and/or significant behavior challenges.
- Early Intervention – Services for infants and toddlers with delays or disabilities with a focus on the basic and new skills that babies learn during the first three years of life.
- Family Support – State-funded individualized support and services to families who are caring for a family member with developmental disabilities.

- Transition Services - Services for children and adolescents to support the transition from a mental health institute or hospital to a community setting.
- Single Entry Point - Screenings, assessments, referrals and case management for adults in need of long term care.

### **Services for Adults**

- Case Management: Developmental Disabilities Waiver Services – Residential services for adults with developmental disabilities, such as Down syndrome, autism and cerebral palsy, who need extensive support to live in the community, including access to 24-hour supervision.
- Case Management: Supported Living Services Waiver – Services that enable adults with developmental disabilities to continue living with their families or independently in the community.
- Residential Services – Person-centered and community-based residential services that focus on the person and his or her priorities.
- Transition Services - Services for adults to support the transition from a mental health institute or psychiatric hospital to a community setting.
- Single Entry Point - Screenings, assessments, referrals and case management for adults in need of long term care.

### **Services for Veterans**

- Homes for All Veterans – Outreach, case management and support accessing community and mainstream resources for low-income veterans and their families who are experiencing homelessness or are in danger of homelessness.

**RMHS** has adopted the following mission, values and strategic priorities:

#### **Mission**

*We embrace the power of community to support individuals and families in creating their future.*

We do this by:

- ✓ Simplifying Access
- ✓ Celebrating Individuality
- ✓ Bridging Communities

#### **Values**

- ✓ **RESPECT** every person
- ✓ Act with **INTEGRITY**
- ✓ Be **COURAGEOUS**
- ✓ Seek **EXCELLENCE**
- ✓ Be **DYNAMIC**

#### **Strategic Priorities**

- ✓ Grow in size, expertise and operational efficiency to enable the organization to seize statewide case management opportunities.
- ✓ Enhance I/DD services to continue as a regional innovator.

- ✓ Build a more agile company that has the ability to quickly adapt internally to external changes.
- ✓ Continuously survey and plan for the future industry landscape to maintain a leadership role in human services.

**RMHS** is governed by a distinguished 8-member **Board of Directors**. A 10-member **Community Advisory Council** provides advice to **RMHS** on services to people with intellectual and developmental disabilities and delays and is composed of persons accepting services, family members, providers, and other community partners.

**RMHS** receives most of its funding through federal, state and local resources, including Medicaid, the Colorado State General Fund and the U.S. Department of Veterans Affairs. **RMHS** also receives mill levy funding, or property tax revenue, from Denver Human Services to support Denver residents with intellectual and developmental disabilities.

To learn more about **RMHS**, please visit their website at [www.rmhumanservices.org](http://www.rmhumanservices.org).

## **THE OPPORTUNITY**

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Reporting to the Chief Administrative Officer (CAO), the **Director, People & Culture** is a key strategic leader responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent management, organizational development, performance management, training and development, and compensation. The **Director, People & Culture** works in collaboration with other leaders and directly advises the CAO and CEO by articulating HR needs and plans, and organizational strategies to maximize the talent of the organization.

### **While not all-inclusive, essential job functions include:**

- Lead, establish, implement, and guide HR efforts that effectively communicate and support the company's mission and strategic vision.
- Develop HR plans and strategies to upskill and maximize the talent to achieve the overall business operations objectives.
- Function as a strategic business advisor to the executive/senior management of each business unit or specialty group regarding key organizational and management issues.
- Work with the company's executive management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the company.
- Promotes practices that are antiracist, diverse, and inclusive of all perspectives, preferences, and experiences.
- Develop comprehensive strategic recruiting and retention plans to meet the personnel needs of strategic goals.
- Develop and implement cost effective and comprehensive compensation and benefits plans to entice new and existing talent.
- Develop and implement workforce capability and capacity planning tools to ensure appropriate staffing levels and budgetary resources.

- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.

Among the key stakeholders, both internal and external to **RMHS**, the **Director, People & Culture** will interact with are the following:

- CEO, CAO, CFO, other executive-level leaders, managers and staff of **RMHS** to provide advice and training, share knowledge and interpret rules and policies.
- Board members, Board Committees and, potentially, the Community Advisory Council.
- Coordinate and collaborate with legal counsel, as necessary.

The **Director, People & Culture** is responsible for developing and managing the Human Resources program and operation on behalf of **RMHS**. He/she is accountable for ensuring sound employment decisions are made in hiring, termination, discipline, performance management, compensation and benefits administration, training and development, and workers compensation and unemployment.

The **Director, People & Culture** oversees a total staff complement of 7 that includes an Associate Director, a Recruiter/HR Generalist, a Benefits Coordinator, an Interpreter/Translator, a Training Specialist and two Trainers.

## **THE PERSON**

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**RMHS** seeks a solid strategist that can formulate and articulate a vision for human capital management consistent with the organization's strategic goals. The successful candidate must be a results-oriented, experienced and highly mission-driven leader. Other qualities sought include:

- An undergraduate degree in Personnel Administration, Human Resources, Business Administration, or closely related field of study; an advanced degree will distinguish the most attractive candidates.
- Professional certification as a SHRM or PHR is highly desired.
- Significant (ideally 15 or more years) of progressively responsible Human Resources in a complex, multi-department organization of comparable size with at least five years in a senior HR capacity.
- Desired competencies include the interpretation of appropriate laws and regulations, compensation administration, talent acquisition and retention strategies, workforce development, DEI best practices, and advising stakeholders on performance management, corrective actions and disciplinary measures.
- Previous experience in human services or with a mission-driven nonprofit organization with complex multi-functional operations is preferred
- Proven ability to develop and manage a budget.
- Demonstrated experience with refining organizational processes in the spirit of continuous process improvement.
- Demonstrated staff management and development experience; a strong record of effective and inclusive team building.
- A passionate personal alignment with the vision and mission of **RMHS**.

## PERSONAL CHARACTERISTICS

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- An energetic, hands-on, confident but down-to-earth leader who embodies **RMHS'** core values.
- An inspirational leader; proven ability to support the leadership team and diverse groups of staff members to reach agency goals.
- Results-oriented and driven to move things forward; strives toward continuous improvement and measurement against goals.
- A “people person” who is compassionate, operates with humility and effectively integrates into the **RMHS** culture and environment, rapidly gaining the trust and respect of colleagues and team members throughout, even as he/she simultaneously drives change and operational process improvements.
- A relationship builder who is able to develop strong relationships with senior management, external partners and stakeholders.
- Oral and written communication abilities – strong presentation skills; persuasive and articulate; diplomatic and open style; a good listener; credible.
- Impeccable ethics and highest integrity.
- A proactive leader; intellectually curious; regularly investigates and brings new ideas to the organization, especially with regard to operational best practices and staff leadership; skilled in critical and creative thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to issues.

## COMPENSATION

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**RMHS** will offer the successful candidate a competitive base salary targeted to be in the \$100,000 to \$120,000 range, dependent on experience and qualifications. **RMHS** also offers a comprehensive benefits program that includes Medical, Dental, Vision, Life, AD&D insurance, short- and long-term disability coverage, pet insurance, an Employee Assistance Program, generous PTO, and participation in a 403 (b) retirement savings plan with employer match.

## APPLICATION PROCESS

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EFL Associates, an executive search firm, is assisting **RMHS** with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## NON-DISCRIMINATION

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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