REVEL

Title: HR Manager (Part-Time)	**Classification:** Hourly (Non-exempt)
Reports to: Operations & Finance Director	**Last Revised:** October 2026
Term: Part time, approximately 20 hours/week;	**Pay:** $31.25- $38.00 per hour

About REVEL:
Mission: REVEL is the bridge to adulthood for people with autism to live meaningful, enriched lives.
Vision: Life Without Limits
Purpose: Our purpose is to fight potential isolation, depression, unemployment, and risk factors related to quality of life. We do this by providing opportunities to teach critical skills that enhance the lives of teens and adults with autism encouraging them to reach their fullest potential.

Benefits for you:

- Competitive pay
- Paid sick time
- 403 B Matching up to 2%.
- Flexible scheduling options for work-life balance
- Stipend for professional development and continuing education
- Tuition reimbursement
- Opportunities to grow with an established,, dynamic nonprofit
- Collaborative work environment with experienced professionals
- An inclusive, fun, and active work setting

General Description: The HR Manager is REVEL's first dedicated HR role, responsible for owning the employee lifecycle from hiring through exit. This position keeps REVEL's personnel practices compliant with Colorado employment law and HCBS Medicaid waiver requirements, and turns REVEL's newly built HR policy library into consistent day-to-day practice.

This is a hands-on role for someone who likes building systems and being the go-to person for staff and managers. The position is part time today and is expected to grow toward full time as REVEL grows.

Primary Objectives and Duties of The Job:

Recruitment, Hiring & Onboarding:

- Manage the full hiring cycle for direct care, program, and office roles: postings, screening, interview coordination, offers, and recruitment tracking
- Ensure job postings meet Colorado Equal Pay for Equal Work Act requirements (pay range, benefits, application deadline, internal notice)
- Run pre-hire requirements, including background checks and waiver-required screenings, and verify credentials before staff work with REVELers
- Own new hire paperwork and onboarding in Gusto, including I-9s, and coordinate first-week orientation with program managers
- Maintain and audit job descriptions so every position has a current, accurate description

Compliance & Personnel Records:

- Maintain complete, audit-ready personnel files that meet HCPF, PASA, and Colorado licensing requirements
- Track required trainings, certifications, CPR/First Aid, and credential expirations, and follow up before anything lapses
- Prepare HR documentation for audits and surveys, including the direct care staff compliance audit
- Monitor driving records (MVRs) and maintain current proof of auto insurance for all staff who drive REVEL vehicles or transport REVELers, and keep driver eligibility up to date with REVEL's insurer
- Monitor changes in Colorado and federal employment law (e.g., Healthy Families and Workplaces Act, FAMLI) and recommend policy updates

Employee Relations & Policy:

- Serve as the first point of contact for staff questions, concerns, and complaints, and conduct fair, documented investigations
- Apply REVEL's HR policies consistently, including discipline and termination, suspension, corrective action, and the Multiple Relationship Policy
- Coach Supervisors on documentation, corrective action, and difficult conversations
- Maintain the employee handbook and HR policy library, keeping policies and SOPs current and reviewed on schedule

Staff Culture & Engagement:

- Plan and lead staff engagement activities, including team-building, recognition, and celebrations
- Gather staff feedback through surveys and check-ins, and share themes and recommendations with leadership
- Support a positive, inclusive workplace that reflects REVEL's values and communication policy
- Partner with leadership on retention initiatives and new employee welcome experiences

Leave, Accommodations & Benefits:

- Administer leave and accommodation requests, including the interactive process
- Coordinate FAMLI, paid sick leave, and workers' compensation claims
- Administer benefits enrollment and changes, and answer employee benefits questions

Performance, Training & Retention:

- Run the annual evaluation cycle, including timelines, forms, Supervisor reminders, and entry into HR platform
- Support the program manager policy guide and training
- Own the exit interview process and report turnover and retention trends to leadership

Payroll & HR Operations:
- Process payroll in HR platform each pay period, including timesheet review, pay changes, PTO and leave, and corrections
- Keep HR platform employee data accurate (new hires, job changes, pay changes, terminations) and reconcile payroll with the Operations & Finance Director
- Manage payroll tax filings, year-end W-2s, and payroll records in partnership with REVEL's outside accountant
- Build simple HR reporting (headcount, open positions, turnover, training compliance) and keep HR tracking current in management system
- Recommend HR process improvements as REVEL scales, including the path to a full-time HR function

Ideal for someone who is:
- **Discreet & trustworthy** -- handles confidential information with care and good judgment
- **Fair & consistent** -- applies policies evenly and documents decisions clearly
- **Organized & detail-oriented** -- keeps files, deadlines, and compliance tracking airtight
- **A builder** -- enjoys creating systems and processes at a growing organization
- **Approachable** -- someone staff and managers feel comfortable coming to
- **Self starter** -- able to work independently with limited oversight

Preferred Experience/Qualifications:
- 2+ years of HR generalist or HR management experience, ideally as the primary HR person in a small organization
- Working knowledge of Colorado and federal employment law (FLSA, FMLA/FAMLI, ADA, Colorado HFWA, COMPS Order, EPEWA)
- Experience handling investigations, corrective action, terminations, and accommodation requests
- Payroll processing experience with Gusto or a similar HRIS/payroll platform
- Experience in healthcare, human services, or a Medicaid-funded provider (HCBS, IDD, or behavioral health) preferred
- SHRM-CP/SCP or PHR/SPHR certification preferred
- Pass a criminal background check
- Schedule is approximately 20 hours/week, Monday - Friday, with some on-site time each week and flexibility during evaluation season

Advancement Opportunities:
REVEL expects HR to grow into a full-time function over the next few years. This role is designed to grow with it, with opportunities to include:
- Full-time HR Manager
- HR Director

What to expect:
1. Fill out application

2. REVEL will review your application and reach out with next steps
3. Initial interview (30-45 minutes long)
    a. Going over REVEL, the Job position in more detail, Candidate job experience, REVEL's values
4. REVEL will review interview and reach out with next steps
5. Interview 2 - in person interview (1-1.5 hour)
    a. Scenario-based questions on employee relations, compliance, and policy application
    b. Meet with the Executive Director and Operations & Finance Director
6. REVEL will reach out with a decision

REVEL is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. REVEL is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

If you require reasonable accommodation to complete this application, to participate in the interview process or to otherwise complete the hiring process, please contact Gabby Lorge, Operations & Finance Director at gabby@revelinlife.org.