

**Monroe Surgical Hospital – EOE
Position Available**

Title: Human Resources Director
Status: FT - Exempt
Department: Administration
Hours: 40/week – 1.0 FTE
Reports To: Robyn Hemphill, CEO

Education & Experience:

Bachelor's Degree in Human Resources, Healthcare Management, or other business discipline with at least 2 years' minimum experience; or an Associate's Degree with additional 4 years' HR Generalist experience.

Essential Functions:

Oversight of all Human Resources functions to include regulatory requirements, onboarding, orientation, employee benefits program, 401(k) Plan, policy & procedure, payroll, position descriptions, evaluations, unemployment, FMLA, internal and external statistical reporting, employee injuries, disciplinary actions, and problem-solving. Other duties include coordination of the volunteer program and administrative support to the CEO and Board of Managers.

Requirements:

- Previous HR experience in the healthcare industry preferred
- Keeps abreast of and demonstrates knowledge of current human resource practices and regulations
- Assists departmental managers with human resource needs and requirements
- Interacts effectively with employees to ensure needs are met
- Good software skills, including Microsoft Office and other web-based applications
- Strong verbal and written communication skills
- Ability to deal tactfully with a diverse group of people; remain professional in difficult situations; displays appropriate conflict resolution skills
- Commitment to high level customer service

Submit resume and cover letter to:
cathywhatley@monroesurgical.com

or

Fax to 410-1960

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