

## **Human Resource Director**

If you enjoy a fast paced and challenging work environment, this is your opportunity to work for an amazing company!

West Mont is a Helena, Montana 501(c)(3) non-profit charitable organization that has been caring for Montanans since 1973. Over the years, we have grown into a comprehensive organization focused on providing a broad range of services for people with developmental disabilities. The Human Resource Director guides and manages the overall provision of the HR department including services, policies, and programs.

Major responsibilities include:

- Recruiting, staffing, and supporting 175 employees over multiple locations in Helena
- Employee orientation, development, and training
- Serving as Plan Administrator for all benefits offered
- Ensuring company compliance with governmental areas of employment, labor relations, wage and salary administration, training, benefits, and other employee services
- Developing strategic plans for the HR department including administering its budget
- Leading safety programs at multiple locations including staff education, training, and committee functions
- Employee services and counseling
- Maintaining strong partnerships with senior operations leaders

## **Job Requirements**

**To be considered for this Director of Human Resources position, you:**

- Bachelor's degree in Human Resource Management, Business Administration or related field of study. A non-bachelor prepared person may be considered with a minimum of 8-years' experience at an upper management level. National certification as PHR or SPHR helpful.
- General HR management experience with an in-depth knowledge of employment laws, practices, and functions; benefit administration and compensation requirements.
- High degree of oral and written communication skills with good critical thinking skills to review and resolve individual situations.
- Must be able to utilize general office equipment such as copiers, computers, printers, and coordinate a variety of information on a daily basis with frequent interruptions.
- The ability to train, consult and supervise personnel and work effectively with employees at all levels.
- Excellent organizational and analytical skills required for consistent implementation, design and development of policies, procedures, risk recognition, and management and benefits.
- Minimum 3 years prior experience in Human Resource Management in a health care setting with systems research, design, and development

This Human Resource Director position is the top HR position.