

Do you want to live and work in Paradise? Livingston HealthCare is looking for an experienced Vice President of Human Resources to join our team. Nestled beneath three mountain ranges in southwestern Montana, Livingston is north of Yellowstone National Park and just 30 minutes from Bozeman.

The VP of Human Resources is a member of the Livingston HealthCare executive leadership team and provides executive-level leadership and guidance to the organization's HR and Wellness departments. The Vice President is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals to position the organization as the employer of choice.

Duties/Responsibilities

1. Collaborates with executive leadership to define the organization's long-term mission and goals; identifies ways to support this mission through talent management.
2. Directs and meets monthly with the HR Manager and direct reports in employee wellness to develop, guide and implement plans for continual improvement of the efficiency and effectiveness of the department as well as providing individuals with professional and personal growth opportunities.
3. Researches, develops and oversees implementation of competitive compensation, benefits, performance appraisal, and employee incentive programs.
4. Ensures compliance with employment, benefits, leave, insurance, safety, and other laws, regulations, and requirements; assists with resolution of human resource, compensation, and benefits questions, concerns, and issues.
5. Reviews and approves policies for all Livingston HealthCare human resource and wellness policies to ensure adherence to professional and legal standards, quality of service, fiscal control, and customer relations standards.
6. Develops and implements an ongoing plan for organizational leadership development and leads succession planning initiatives; develops annual education plan.
7. Leads organizational diversity, equity, and inclusion initiatives.
8. Leads development, implementation, and assessment of strategies and programs to continuously improve engagement among our employees contributing to a high performing organization linked to our values.
9. Periodically reviews and makes recommendations regarding employee benefits, deferred compensation plan administration, etc.
10. Prepares and administers the departments' annual operating and capital budget within financial expectations; accounts for variance.
11. Recruits, develops, retains, and leads an appropriate number of personnel to meet department needs and the goals and objectives of Livingston HealthCare.
12. Adheres to administrative policies and procedures relating to human resource management.

Minimum Qualifications

- Master's degree in Human Resources, Business Administration, or related field required or equivalent combination of education and experience beyond the minimum requirement.

- At least eight years' experience in human resources management, including knowledge of federal and state laws pertaining to employment practices.
- Ability to serve as a role model for the LHC Standards of Excellence.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification.
- Ability to interpret a variety of instructions furnished in written or oral form.
- Ability to treat employee information with confidentiality as appropriate.
- Ability to defuse tense, stressful situations as needed.
- Ability to be efficient and accurate in job performance.
- Healthcare experience preferred.

Livingston HealthCare's History & Mission

Since 1955, Livingston HealthCare has provided premier quality health care to the residents of Park County and surrounding communities. We keep our community healthy with a broad scope of services, provided by well-trained and highly skilled professionals. Included in those services are a 25-bed critical access hospital, a multispecialty physician practice, rehabilitation services and home-based services. A not-for-profit organization, Livingston HealthCare is governed by a board of directors populated by community volunteers.

Livingston HealthCare offers a competitive salary and benefits package commensurate with the candidate's qualifications and relevant work experience.

Please apply online at <https://www.livingstonhealthcare.org/Careers.aspx>. Livingston HealthCare is an equal opportunity employer.