

Western Montana Mental Health Center
140 North Russell Street
Missoula, MT 59801
Phone: (406) 532-8400
Fax: (888) 855-1324

Position: Human Resources Director

Hours: Full-time, Exempt; 40 hours per week (Monday-Friday)

Close Date: /Until filled

ESSENTIAL JOB RESPONSIBILITIES

Provides a broad array of human resource support and expertise in areas of routine human resources administration, labor relations with staff and group of bargaining unit employees, and ensure compliance with state and federal regulations and employment and labor relations law. Maintain and review personnel policies, adhere to bargaining unit agreement, assist locations with specific recruitment needs, and develop awareness of licensure requirements for specific groups of staff. Assist managers and supervisors with progressive disciplinary actions, terminations and various leaves of absences. Respond to Human Rights Bureau claims when needed and keep CEO apprised of any pending legal issues. Works with managers to establish pay rates/compensation. Stays abreast of benefit plans and employee enrollments. Supervises two Human Resource personnel and Payroll Manager. Works with HR Team to review or create best practices and systems to accommodate employee needs in regards to applying policies and procedures from a human resources perspective. Member of the senior leadership team reporting to the CEO. Western employs approximately 700 employees in 13 western and southwestern counties in Montana.

JOB REQUIREMENTS

Knowledge, Skills & Abilities:

- ✓ Ability to read, analyze and interpret complex theories such as management theories and practices and data collection and interpretation. Must be able to respond logically to a variety of abstract and concrete variables.
- ✓ Ability to utilize mathematical skills such as probability, statistical inference and ability to apply concepts such as fractions, percentages, ratios and proportions to practical work situations.
- ✓ Must be able to understand and interpret laws and regulations related to or pertaining to a mental health program and its reimbursement sources.
- ✓ Must have reasoning ability to define problems, collect appropriate data and information, establish facts, conduct investigations and draw valid conclusions that can be utilized to conduct further education and training experience.
- ✓ Display a confident comfort level presenting to groups of people or individuals at top levels of management and Board of Directors.
- ✓ Ability to communicate diplomatically, utilize effective persuasion and influence the views of internal and external partners by forging a common understanding regarding controversial issues and problems.
- ✓ Comprehensive knowledge of labor laws, wage and hour rules, leave policies, etc.
- ✓ Ability to travel to various sites of Western in 13 counties when necessary.
- ✓ Attend Board of Directors Meetings when necessary.
- ✓ Proficiency in Microsoft Office and Excel skills.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Other Requirements:

- ✓ Valid Montana Driver's License with good driving record.
- ✓ Proof of auto liability insurance in accordance with WMMHC's requirements.

Education & Experience:

- ✓ Minimum of Bachelor's degree in Human Resources, Organizational Behavior or other business-related degree. Master's Degree preferred, but not required.
- ✓ Minimum of five years of related work and supervisory/leadership experience in a large organization setting; preferably a large healthcare system.
- ✓ SHRM certification preferred, but not required.

HOW TO APPLY: Submit cover letter of interest and current or updated resume. In the cover letter (no longer than two pages) explain how your education and work experience have best prepared you to work in this role and what, specifically, would you expect to be the most challenging aspects of the role?

MUST provide at least three professional references with application.