

## Director of Human Resources

### Job Summary

Shiawassee Health & Wellness is seeking an experienced Director of Human Resources to provide innovative HR solutions and approaches to a growing healthcare organization. This professional works collaboratively with agency leaders to provide innovative human resources solutions and approaches while identifying and responding to the needs of employees and managers, and works towards creating a culture of health and wellness, promotes staff engagement, team development and professional development.

### Responsibilities and Duties

Responsible for optimal delivery of HR service including recruitment, employee relations, policy and union contract interpretation, benefits administration, payroll processing, development and implementation of employee recognition programs and initiatives and report writing as needed.

### Qualifications:

#### Education:

- Bachelor's Degree in Human Resources Management, Business Administration, Labor Relations or closely related field required.
- Master's Degree in Human Resources Management, Business Administration, Labor Relations or closely related field strongly preferred.

#### Experience:

- Three (3) years of Human Resources experience.
- Work in a mental health or healthcare setting a plus.
- Minimum of 2 years of supervisory and administrative experience preferred.

#### Certification/License:

- Possess or ability to obtain Professional Human Resources Certificate or Society of Human Resource Management Certified Professional
- Society of Human Resource Management-Senior Certified Professional preferred

### Benefits

Excellent benefit package including paid holidays, generous Paid Time Off (PTO), health, dental, and vision Insurance, short and long term disability, life insurance, employer sponsored pension, and much more.

Send resume to Shiawassee Health & Wellness, Attn: CEO, 1555 Industrial Drive, Owosso, MI 48867, Fax 989-723-0754, or email to [lhull@shiabewell.org](mailto:lhull@shiabewell.org) Deadline: June 3, 2019.