

Human Resource Director

Wage: DOE; range \$25.00-\$30.00 hourly

Part Time position

The Human Resource Director works closely with and reports to Administrator/CEO with regard to preparation of documentation relating to Administrative, Departmental and personnel matters. High School graduate is required. Ability to type, compute, and generate reports and other types of documentation. Ability to adhere strictly to the **confidentiality** codes governing staff, patients and facility information.

Human Resource Director heads the human resources department in the hospital, overseeing the entire functioning of the department. This position reports directly to the Administrator/CEO of a hospital. Recruitment of employees, training, functioning, managing employee-employer relations, managing and having a clear understanding of the benefits offered by the facility are some of the primary duties of a hospital Human Resource Director.

Applications are available online at www.gcdmc.org; click on the EMPLOYMENT tab and then select application. Or you may pick up an application in person Monday thru Friday from 8am-4pm in our Human Resources office located in the Administration building in Caliente, NV.

Applications must be complete and submitted to, HR Director by email to: hr@gcdmc.org, by mail to P.O. Box 1010 Caliente, NV 89008 or deliver in person.

Qualified individuals are encouraged to apply immediately. A list of eligible candidates will be established and a hiring may occur early in the recurring process. Position may close without any notice when a sufficient number of applications have been received or a hiring decision has been made. Applications will be received until October 17, 2025, at 4:00PM.

Grover C. Dils Medical Center is an Equal Opportunity Employer.