



### **Director of Human Resources at Moab Regional Hospital**

This position is responsible for all HR functionalities, including planning, development, implementation, education, and coordination of policies, procedures, and programs related to employed staff at Moab Regional Hospital (MRH). This position helps provide a full suite of HR services to employees with a high degree of respect, discretion, and accuracy. This is a very hands-on role for a strong generalist with management in their background and includes a mix of strategic and tactical HR responsibilities. Areas of responsibility will include but not be limited to insurance and retirement benefits, conflict management, on- and off-boarding staff, recruitment, compliance, unemployment claims, workers compensation, and organizational development. This role also includes supervision of one HR Generalist. This position reports to the CEO and is a full-time, year-round, salaried position.

### **What makes Moab Regional Hospital a great place to work?**

- Wide range of benefits, including insurance, retirement, and paid time off
- Collaborative and supportive workplace
- Professional growth opportunities including continuing education, trainings, and more!

Our people make the difference. We promote from within and support our staff as they build careers in healthcare. Our employees are energetic, collaborative, and passionate about serving our community. You can enjoy steady work and still have plenty of time to enjoy all that the Moab area has to offer.

### **Minimum Qualifications**

- Bachelor's degree in Human Resources.
- Four (4) years recent HR experience at a management level. Healthcare experience, preferred.
- Strong work ethic and self-motivated.
- Excellent customer service skills.
- Excellent critical thinking skills and able to make sound, independent judgment calls.
- Able to effectively lead and work as part of a small team.
- Willing to continually learn and grow personally and professionally.
- Humility and a good sense of humor.
- Reliable, responsible, high level of integrity, and ethics.
- Emotionally mature and able to work successfully in high-stress situations.
- Effective and positive communication skills, including verbal, written, and listening.
- Able to manage multi-faceted projects in conjunction with day-to-day departmental needs.
- Some schedule flexibility to work occasional evening, weekend, and/or early morning.
- Ability to work in a confidential manner.
- Reliable and timely with work schedule.
- Flexible and willing to accept other duties as assigned.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

**To apply, submit your resume to [jobs@mrhmoab.org](mailto:jobs@mrhmoab.org).**

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

This job ad is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, or qualifications required of employees assigned to the job.