



**GREENE COUNTY HEALTH CARE, INC.**

**JOB VACANCY**

**JOB TITLE: Human Resources Director**

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Position:	Full-Time 40 hours/week, Exempt
Division:	Administration
Location:	Administration
Reports To:	COO

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**Summary:** The Human Resources Director is responsible for managing the organization's human resources activities and being an active and valued member of the Management Team. He/She carries out duties and responsibilities in accordance with GCHC policies and procedures and applicable laws and regulations.

**Qualifications:** Bachelor's degree in human resources management and four years of human resources experience **or** bachelor's degree in related field, preferably business or health care, and five years of human resources experience. Experience in health care management desirable.

**Responsibilities:** The Director of Human Resources will oversee all areas associated with employee relations, recruitment and retention, benefit and compensation administration, training/orientation, record keeping, and compliance with federal and state employment laws, licensing and accreditation bodies, and contracts. Maintain and enhance GCHC, Inc.'s human resources department by planning, implementing and evaluating employee relations and human resources policies, programs, and practices.

Interested applicants should submit a GCHC, Inc. employment application to Cindy Avila, HR Specialist. Send by mail to 7 Professional Drive, Snow Hill, NC 28580, by fax to 252-747-8163, or by email to [cavila@greencountyhealthcare.com](mailto:cavila@greencountyhealthcare.com).

Greene County Health Care, Inc. is an equal opportunity employer and provider.