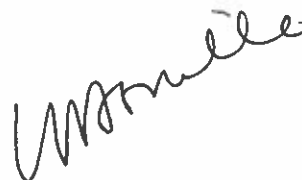


**MAVERICK COUNTY HOSPITAL DISTRICT
VACANCY ANNOUNCEMENT**

DATE: October 17, 2024
JOB TITLE: HUMAN RESOURCE DIRECTOR
DEPARTMENT: ADMINISTRATION
STATUS: FULL TIME
REPORTS TO: COMPLIANCE OFFICER

As the HR Director, you will be responsible for leading and overseeing all aspects of the human resources function. Provide support to one or more functional areas of Human Resources, such as recruitment and employment, HR records, and/or training and development. Perform a variety of duties relating to the processing of employee transactions, benefits, termination or other status changes, reports, and the maintenance of related records. Assist employees with renewals of licenses and/or certifications, and assist administration with internal policies and procedures of MCHD. Serve as a liaison with medical credentialing company, contacting all providers for completion of all credentialing applications for submission. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment. Reporting directly to the Compliance Officer, you will collaborate with other senior leaders to ensure alignment between HR initiatives and the company's overall business objectives. The responsibilities for this position listed are not all inclusive of the responsibilities and duties that are required for this position. Must have a Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree in Human Resources or a related discipline is preferred



Applications may be obtained at:

**3406 Bob Rogers Drive, Suite 250, Eagle Pass, TX.
Or visit our website at www.mchdep.org to apply online.**

Deadline: When position filled

Please contact, Compliance Officer Elias Diaz for more information at (830) 757-4990 Ext. 4946

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.