

# Career Opportunity

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## Calvert County Nursing Center

Are you a dedicated experienced Human Resources professional looking for a hands-on, start-up opportunity to put your skills to work in a 149-bed nursing center? If this interests you, we invite you to consider joining our leadership team at the **Calvert County Nursing Center (CCNC)** located in beautiful Prince Frederick, Maryland as the Human Resources Director.

The Calvert County Nursing Center was established in 1966 and is a private, non-profit facility specializing in providing Long-Term Care, Short-Term Rehabilitation, Respite Care, and Palliative Care as well as a Secure Care Unit.

### Director of Human Resources

#### Major Responsibilities:

- Serve as leader and champion for all aspects of CCNC's human resource initiatives.
- Conduct all basic HR management and administrative processes (e.g. recruitment, selection, compensation and benefits, payroll administration, associate relations and training).
- Fulfill staffing goals by planning, executing and identifying, cost effective sourcing strategies including using social media as a means to attract talent.
- Screen, interview, and assess job applicants to effectively fill internal employment opportunities with emphasis placed on time-to-fill and other strategic recruitment goals.
- Coordinate payroll, timekeeping, leave tracking, new hire orientation and documentation, benefits administration, compliance with state and federal employment laws, amongst other HR functions.
- Work to develop associates and individual department leaders both personally and professionally to enhance overall organizational operations.
- Develop HR budgets and goals which are in line with the organization's mission and strategic plan.
- Maintain monthly recruiting metrics to evaluate past trends and future needs and generate monthly reports.
- Provide outstanding customer service to all internal and external customers in an effort to create a positive Human Resources experience.

#### Minimum Requirements:

- Bachelor's degree in Human Resources, Organizational Development, business or related field required; Master's degree preferred; HRCI Certification (PHR or SPHR) a plus.
- Four years' experience in human resources administration, preferably with some focused work in a health care setting, to include a minimum of one to two years managing others.
- Ability to provide support to others while completing tasks quickly, effectively and with minimal supervision
- Detail oriented and ability to manage multiple priorities.
- Exceptional organizational, customer service, interpersonal communication skills with the flexibility to thrive in a fast paced, changing environment.
- Proficiency in Microsoft Office suite, and previous experience with HR technology.
- Previous recruitment experience required.

We offer a total compensation package that includes competitive pay and benefits, including a generous paid time off program and other personal and family-friendly programs.

If you share in our dedication and passion for making a difference in the lives of older adults, please forward your resume, cover letter and complete salary history to:

**Attn: Human Resources Representative**  
**Email: [AcommRecruiter@asbury.org](mailto:AcommRecruiter@asbury.org)**  
**Fax: 301.250.2110**

To learn more about Calvert County Nursing Center, please visit us on the web at:

[www.calvertcountynursingcenter.com](http://www.calvertcountynursingcenter.com)

*\* No agencies, drop-ins, or phone calls please. EOE*