

EMPLOYEE RELATIONS/ORGANIZATIONAL DEVELOPMENT SPECIALIST

Carroll Hospital Center: Westminster, MD

TEAMWORK & LEADERSHIP

Those are just two of the reasons you'll want to be part of **Carroll Hospital Center** in Westminster, Maryland! Our progressive 213-bed community hospital seeks this seasoned professional to join our highly talented HR department by assuming responsibility for the Employee Relations/Organizational Development function. In this highly visible role, this detail-oriented professional will help ensure best practice compliance with HR policies and procedures while promoting organizational development excellence. Duties include conducting internal employee investigations and bringing issues to resolution as well as documenting needs assessments and developing curriculum.

In addition to demonstrating a high level of initiative, qualifications include:

- Bachelor's Degree in HR, Adult Learning, OD, Education, Psych, Human Systems or related area
- Minimum of 8 years of HR experience; minimum of 2 years employee relations experience
- SPHR or PHR preferred
- Impressive background in needs assessment, curriculum development, instructional delivery and program evaluation methodologies
- Strong working knowledge of federal, state and local employment laws
- Excellent communication skills with PC proficiency in MS Office
- Familiarity with training metrics, training registration databases, tuition assistance programs & career development

In return for your leadership, teamwork and dynamic multi-tasking ability, Carroll Hospital Center offers competitive compensation plus many excellent benefits in a first-class setting. For prompt consideration, please apply online at **carrollhospitalcenter.org**

CARROLL HOSPITAL CENTER
Superior Commitment. **Exceptional** Careers.

Recognized as an American Heart Association's Start! Fit-Friendly Company EOE. Smoke & Drug Free Campus.

Candidates should apply online at: www.carrollhospitalcenter.org