



**Human Resources Manager Job Listing
Bozeman, MT**

Living Wholeheartedly. The [Eating Disorder Center of Montana \(EDCMT\)](#) offers outpatient, intensive outpatient and partial hospitalization program levels of care within a highly specialized and multi-disciplinary team. Our team includes a psychiatrist, psychotherapists, registered dietitians, registered nurses, a house chef, milieu therapists, and a trauma-sensitive yoga teacher – all of whom support EDCMT’s mission to light the way out of eating disorders, freeing patients to live wholeheartedly.

We are accepting applications for a full-time human resources manager to join our dedicated team in Bozeman.

The Human Resources (HR) Manager is responsible for overseeing, directing and managing all human resource functions. The human resources position develops policy and directs and coordinates human resources activities, such as employment, compensation, benefits, training, payroll, employee relations, recruiting, and employee services. The HR Manager will contribute to Licensure and CARF Accreditation by creating, organizing and implementing compliance requirements. The HR Manager position will be responsible for the administrative and strategic hiring duties. They will recruit, onboard, and guide new employees through the benefits and compensation process while complying with all local, state, and federal regulations.

The ideal candidate will be organized, experienced, and a dedicated strategist and planner who supports and embodies EDCMT’s mission. A bachelor's degree with 3-7 years of human resources experience is required.

This is a full-time, exempt position, based in Bozeman, with Monday through Friday work weeks, at \$65K/year. EDCMT is proud to offer a 35-hour work week for those in admin positions. EDCMT’s salaried employment benefits include retirement plans, paid vacation and sick leave, cell phone reimbursement, free lunches Monday-Thursday at our Bozeman location, as well as medical, dental, vision, life insurance and short term disability.

Please submit a current resume and detailed cover letter with expressed interest to info@edcmt.com.

We look forward to hearing from you!

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