

POSITION DESCRIPTION

POSITION: **HEALTHCARE RECRUITER**

DEPARTMENT: Human Resources Department **GRADE: DOE**

REPORTS TO: Human Resources Director **STATUS: FT-REG**

POSITION SUMMARY:

Under the general direction of the Human Resources Director, the Health Care Recruiter provides services including, but not limited to: Advertising, recruiting, reference checking, screening, credentialing, interviewing and selecting of applicants or current employees of the Health & Human Services Departments. These Departments include all Health & Human Services Departments: Medical, Dental, Pharmacy, Social Services, and other supporting staff.

ESSENTIAL FUNCTIONS:

1. Recruits and screens both internal and external applicants to select people meeting employer qualifications: Reviews employment applications and evaluates work history, education and job training, job skills, compensation needs, and other preset qualifications.
2. Work with HHS staff management to develop effective recruiting plans and strategies specific to recruiting for roles of the vacant positions and upcoming needs.
3. Advertise job openings in local tribal entities, newspaper, online recruitment services, universities, with professional organizations, and in other position appropriate venues.
4. Supervises the interviewing, testing, and selection process to ensure adherence to all governmental compliance requirements as well as all organizational policies and procedures.
5. Records additional knowledge, skills, abilities, and other screening test results pertinent to selection and referral of applicants.
6. Informs applicants of job duties and responsibilities, compensation and benefits, working conditions, company policies, promotional opportunities, and other related information.
7. Files and maintains employment records covering applications, interviews, and testing results for future references.
8. Provides initial appointment credentialing form and application for clinical privileges to Licensed Independent Practitioners and Other Non-Licensed Practitioners. Verifies required credentials (including licensure, degree, and certification).

9. As an employee of the Human Resources Department, the employee is responsible for exhibiting a high level of professionalism; which includes punctual attendance, wearing appropriate business-like dress attire, communicating with internal and external guests of the department in a highly professional and friendly manner.

POSITION REQUIREMENTS:

1. Must have a bachelor's degree in Human Resources Management, Business Administration or related field. Must have three to five years of related experience in Recruitment.
2. Thorough knowledge of equal employment opportunity laws, ADA, and other government compliance regulations along with internal Policies and Procedures that affect the recruiting and hiring process.
3. Excellent interviewing and general communication and writing skills.
4. Must be a well-organized individual with strong typing and computer skills; knowledge of Word and Excel required.
5. Must have excellent interpersonal skills and a friendly personality.
6. Must have demonstrated the ability to get along with fellow employees' and work well within the current staff.
7. Must have an excellent past work and attendance record.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: October 7, 2021 at 4:30pm

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Healthcare Recruiter

*Applications can be found at www.baymills.org under "employment opportunities"