

POSITION DESCRIPTION: Healthcare Recruiter

POSITION SUMMARY: The Healthcare Recruiter is an internal staff member oriented specifically to source, screen, hire and retain qualified healthcare professionals/paraprofessionals to meet each program's needs while developing relationships with clients, patients and referral sources to ensure successful placements are made.

RESPONSIBLE TO: Recruiting Manager, and Director of Operations or designee

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Functions as a key member of a team providing best in class healthcare services.
- B. Participates in building the culture and reputation of the organization.
- C. Responsible for building a network of qualified candidates, evaluating skills in relation to the position requirements, negotiating compensation, overseeing the completion of onboarding requirements, and managing active caregivers.
- D. Develops and executes recruitment strategies to attract, screen, and hire quality healthcare professionals who meet the agency's immediate and projected needs
- E. Utilizes various recruitment tools and methods to source and attract a pool of qualified and diverse candidates
- F. Matches and evaluates candidate skills to client and patient needs through screening and interviewing
- G. Review applicants to evaluate their qualifications and whether they meet the position requirements
- H. Completes necessary reference checks on candidate's background and work experience
- I. Ensures candidates meet required hiring standards for Lincoln Healthcare and applicable contracts
- J. Negotiates salary, terms and conditions of employment with candidates
- K. Coordinates caregivers and field staff for initial placement and ongoing assignments
- L. Maintains regular contact and develops relationships with active clients, patients and referral sources to identify current staffing needs and requirements, projected openings, and potential new business opportunities
- M. Ensures client, patient and referral source expectations are understood and met while addressing and resolving concerns relating to customer service, caregiver or field staff performance
- N. Builds and cultivates relationships with industry contacts to gain industry knowledge, referrals, and business development leads

II. DOCUMENTATION / REPORTING

- A. Maintain candidate database
- B. Compile and present recurring recruitment reports to leadership team on recruitment strategies & performance metrics

III. PROFESSIONAL STANDARDS

- A. Adheres to all policies and procedures of the agency to maintain established standards
- B. Expected to be knowledgeable of industry trends globally and within their market segment to identify top accounts, forecast opportunities, and consult with candidates.
- C. Expected to share best practices and maintain and develop relationships within the industry to foster stronger business relations
- D. Results driven, sense of urgency, and high standard of professionalism

- E. Maintains a professional standard of conduct, projecting a positive image of the agency at all times
- F. Treats clients, patients and caregivers with respect in a caring, culturally sensitive and professional manner
- G. Maintains confidentiality of client information adhering to HIPAA regulations
- H. Complies with OSHA prevention/control and safety procedures

IV. PROFESSIONAL DEVELOPMENT

- A. Participates in staff meetings, care conferences, educational sessions and the Quality Improvement Program, as appropriate
- B. Participates in annual performance evaluations

V. PERFORMS ADDITIONAL DUTIES AS ASSIGNED

VI. QUALIFICATIONS

- A. Bilingual preferred
- B. High school graduate
- C. Undergraduate degree preferred in Business, Human Resources, Marketing, Management, Communications, Public Relations, Healthcare Administration
- D. SHRM Certified Professional preferred
- E. 5+ years of aggressive and results oriented recruiting experience
- F. Must meet all federal, state, and local requirements
- G. Understands and knowledgeable of HIPAA requirements
- H. Leadership & organizational skills
- I. Works independently and as part of a team to ensure safe work practices
- J. Excellent written and verbal communication skills
- K. Strong analytical skills
- L. Makes oral presentations to clearly convey information and concepts
- M. Solid computer/technology skills

EXPOSURE CONTROL CATEGORY: Moderate Exposure

Offer Hepatitis B vaccine & provide cautionary information on all potential communicable diseases.

PHYSICAL ACTIVITIES REQUIRED TO CARRY OUT POSITION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift or move up to 25 pounds.

SENSORY ABILITIES

Specific sensory abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus, talk or hear and taste or smell.

WORK ENVIRONMENT (MACHINES, TOOLS, EQUIPMENT & WORK AIDES)

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Initials: _____



ACKNOWLEDGMENT OF POSITION DESCRIPTION

I UNDERSTAND THE HEALTHCARE RECRUITER POSITION DESCRIPTION AND HAVE BEEN ORIENTED TO ITS RESPONSIBILITIES. I ACCEPT THESE RESPONSIBILITIES INCLUDING THE MISSION AND CORE VALUES AND AGREE TO ADHERE TO THEM.

I ALSO UNDERSTAND THAT the statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (PRINT)

SUPERVISOR SIGNATURE

DATE

SUPERVISOR NAME (PRINT)

Initials: _____