



## COLUMBINE HEALTH SYSTEMS

### Columbine Management Services

### **CLINICAL RECRUITER**

**Summary:** Under the general supervision of the Director of Human Resources, The Clinical Recruiter works closely with Columbine Health Systems Director of Clinical Services, Director of Nursing and Staffing Coordinators to understand their recruitment needs and meet their business hiring objectives. She or he will utilize their expertise of attracting and identifying the highest performing talent, while exceeding the expectations and advising on the best candidate talent match for the assisted living and skilled nursing facilities on all clinical levels.

The clinical Recruiter's role directly aligns with the philosophy of attracting top talent in order to help the system grow and flourish as the leading locally owned and operated long term care healthcare organization in northern Colorado.

#### **Education**

- Bachelor's degree required; Bachelor's degree in nursing preferred and/or related healthcare work experience.

#### **Experience:**

- Must have at least 3 years of clinical nursing experience.
- Three years of full cycle recruiting experience required in a healthcare setting.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess exemplary interpersonal, communication, negotiation skills and be experienced in building credibility with hiring supervisors and managers.
- Must demonstrate, through results and planning, that the acquisition and retention of talent is key to meeting organizational objectives and improving organizational performance.
- Proven analytical skills required. Ability to analyze and synthesize data from multiple sources. Excellent skill in a variety of on-line, web based applications as well as Microsoft Office suite.
- Demonstrated ability to handle multiple priorities simultaneously is required.
- Ability to build comprehensive account management recruitment plans and sourcing strategy plans, clarify required job skills and competencies with Hiring Supervisors/Managers.
- Excellent written and oral communication skill required as well as strong
- Presentation skills to varied audiences.

- Highly experienced in all aspects of candidate prospecting to include: cold calls, job board mining, research, associations/organization involvement, and networking from clinical resources.
- Experience with handling confidential matters and information.
- Working knowledge of current best practices in employment and recruitment, regulations, statutes and laws related as well as nursing regulations and licensure requirements.
- Interviewing skills to quickly and accurately assess an individual's qualifications for a position.
- Experience consulting with HR Director and CFO on compensation/market trends, sourcing challenges, behavioral interviewing, and recruiting process expectations.
- Detail oriented with strong organizational and time management skills.

**Essential Duties and Responsibilities:** Include the following and all other duties as assigned.

Day to Day operational responsibilities are to seek out candidates for entry level clinical roles through nurse leadership roles. The Clinical Recruiter identifies and executes candidate sources including, but not limited to internet (LinkedIn, Facebook, Google, etc.), resume databases, networking events and career fairs. Able to create, manage and provide recommend change with manpower needs and retention trend analysis.

Additional duties will include working with the Director of Clinical Services with onboarding of clinical staff up to and including clinical orientation program. Contract negotiations with pool and traveling nurse agencies.

Development of recruiting relationships with community leaders/educational institutions is a critical job component in order to further develop our talent database and pipeline to fill critical and challenging positions for which there is immense competition.

**Language Skills:** Ability to read and interpret documents such as; safety rules, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of Columbine Health Systems. Read, write, comprehend, and speak the English language.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of database software; internet software, and spreadsheet software. Understand all aspects of clinical computer software. Complete data entry functions as applicable in timeframes established. Must possess high skill level with Microsoft Word, Excel and Outlook.

**Physical Demands:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. Subject to frequent interruptions. Subject to; hostile and emotional residents, family members, and visitors.

I understand the description of this job and the essential functions. I will perform those above and all other related duties as directed by my supervisor and management.

Employee Print Name: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_