Job Description

Job Details

Job Title: RN RECRUITER
Position Number: 1083700974
Department: HUMAN RESOURCES
FLSA Classification: Y
Reports To: VALLEY HEALTH DIRECTOR OF NURSE RECRUITMENT
Grade: 134

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that an employee has any right to perform that particular job duty, except as required by the employer.

Job Summary

This position requires a person who exhibits excellent communication skills, a positive attitude, and a friendly demeanor. The abilities to prioritize work demands and to organize multiple details effectively are also necessary. The ability to exhibit strong STARS values is essential, as the RN Recruiter serves as both a role model for existing VH RN staff and as an outside representative for the VH organization. Because this individual works remotely from the VH Director of Nurse Recruitment, s/he must be able to work independently with reliability, efficiency, and flexibility.

Education

Degree/Diploma Program of Study Additional Information
Additional Educational Requirements

Experience

# of Years Type of Experience Additional Information
Additional Experience Requirements
A minimum of five years’ recent relevant acute care experience in an RN capacity required; a varied clinical background very strongly preferred; ED / Psychiatric / Mental Health Nursing background, with strong rapid assessment experience, preferred.

Prior Nurse Recruitment experience preferred.

Certification & Licensures
Certification / License & State (if applicable)  

Additional Certification/Licensure Requirements
Professional Registered Nurse, based on primary state of residency and in accordance with current Virginia Board of Nursing Regulations, must be licensed or eligible to practice pending licensure as a Registered Nurse in the Commonwealth of Virginia with either a: Multi-State License, under the Nurse Licensure Compact or Single-State License, Valid in Virginia Only

Qualifications

• Intermediate to advanced level of computer skills, including proficiency with products such as Microsoft Word and Microsoft Excel, required
• Knowledge of applicable employment-related legislation and regulations preferred

Criminal Background Checks

3rd Party Background Check
VA State Police

Physical Demands

6 A Customer Service

Work Function/Activity: Sedentary to Light Physical Demand (10-20 pounds)
• Sedentary physical demand levels with frequent sitting in offices or meetings operating computers, printers, scanners, telephones and other office equipment.
• Stands and walks around the office and the organization to provide services and attend meetings with staff and customers.
• Occasional lifting, carrying, pulling and holding up to light range.
• Occasional bending, squatting, crouching, stretching, twisting, and/or climbing.
• Frequent repetitive arm, hand and finger movements are required when using hand tools such as pens, calculators, telephones, keyboard, mouse, and cash handling.
• Use of hand-held objects such as pens, calculators staplers, as well as telephones will also be occasional to frequent.
• Visual ability to see details at a distance (corrected to 20/40), to see details of objects at a close range (within a few feet of the observer), to match or detect differences between colors, including shades of color and brightness and to judge which of several objects is closer or farther away from the observer, or to judge the distance between an object and the observer.
• The ability to speak clearly so that it is understandable to a listener and to identify and understand the speech of another person.
• The ability to focus on a single source of auditory (hearing) information in the presence of other distracting sounds and to detect or tell the difference between sounds that vary over broad ranges of pitch and loudness.
• Frequent hand washing.
• Occasional driving of vehicles may be required to facilitate visits to clients’ premises or satellite offices.
• Mental activities necessary include a high level of cognitive functioning with communication,
interpersonal, administration, concentration, accuracy, organization, planning, problem solving and decision-making capabilities.

### Responsibility Area and Performance Standards

**Definition**

CASE-MANAGES AS ASSIGNED INTERNAL RN REQUESTS FOR TRANSFER, PROMOTION, SECONDARY POSITION, AND/OR INCREASE IN STATUS - 15%

CASE-MANAGES AS ASSIGNED ADVANCED PRACTICE NURSES, REGISTERED NURSES, NURSE FELLOWS, RNAs, AND NURSE EXTERNS FOR ALL OF VALLEY HEALTH - 30%

INTERFACES WITH APPLICANT, NURSE RECRUITMENT STAFF, HUMAN RESOURCES STAFF, AND DIRECTORS / NURSE MANAGERS / DESIGNEES TO ENSURE A SMOOTH HIRING PROCESS FOR ALL RN CANDIDATES - 30%

SUPPORTS VALLEY HEALTH DIRECTOR OF NURSE RECRUITMENT IN THE RECRUITMENT EFFORTS TO SECURE ADVANCED PRACTICE NURSES, REGISTERED NURSES, NURSE FELLOWS, RNas, AND NURSE EXTERNS AS NEEDED - 5%

### Values

**Title and Definition**

**Compassion**

*We demonstrate a visible attitude of kindness and empathy and see the value of each person.*

Healthcare is a service with a central focus on compassion. We strive to provide compassionate care and service to members of our community. We must focus on the feelings and attributes of our customers, both internal and external. We must assess their needs and strive to exceed them. We can best fulfill these needs by asking questions and understanding the feelings and preferences of those we serve and with whom we work. We seek to develop trusting and respectful relationships with each other.

**Key Behaviors:**

- Fully focused and present with active listening, not just hearing; use good eye contact and facial expressions that demonstrate care and genuine interest, and non-verbal behaviors match words.
- Honor and respect the uniqueness of each individual.
- Treat all individuals as equal regardless of perceived differences. Be non-judgmental and accepting of other’s appearance, culture, etc. Respect cultural diversity by recognizing individual differences and support those differences. Be considerate and respond to the diverse needs of the people we serve.
- Prioritize work based on the needs of the customer.

**Collaboration**

*We recognize and value the input and effort of every person involved with the care and service provided to our customers. This includes direct caregivers, physicians, support staff, volunteers, and administrative staff within Valley Health. We also include our colleagues and partners in care and service delivery such as outside provider organizations and vendors.*

Coordination of efforts for the good of every customer is essential to our work. Everyone in this organization relies on others and is accountable to others. Through collaboration and mutual respect,
we take advantage of the knowledge and contributions of everyone so that combination of our efforts increases the talents of any one person.

**Key Behaviors:**
- Promote effective two-way communication; respect others’ ideas and opinions.
- Share responsibility, resources, and knowledge with others inside and outside of Valley Health counting on all parties to assist with goal achievement.
- Commit to working with and involving others to do what is best for our customers and Valley Health.
- Support decisions of the organization; be willing to compromise while showing support for final decision(s).
- Become part of solutions, not a complainer; share ownership of problems.
- Remain positive and be fully cooperative with others for better outcomes.

---

**Innovation**

We use creativity, problem solving, imagination and the acceptance of new ideas to improve our results/performance and to extend our resources.

Great ideas for new products, services and processes happen all the time. We push ourselves to view problems from different points of view, and encourage initiative in others and ourselves, while keeping the customer’s best interests in mind. Innovative organizations take, develop, and adopt these new ideas, making improvements that previously did not seem possible.

**Key Behaviors:**
- Listen carefully to fully understand a problem, change, or opportunity.
- Embrace change, come forward with recommendations, and assist with making change.
- Seek and share knowledge, and actively participate.
- Focus on continuous improvement.
- Be positive, optimistic, flexible, and believe in possibilities.
- Proactively remove barriers and/or provide resources.
- Research best practices and support bringing them to Valley Health.
- Challenge the status quo and do not settle for “the way we’ve always done it” or “that just isn’t possible.”
- Encourage others to bring forward new ideas and creative solutions.

---

**Excellence**

A commitment to exceed standards and achieve superior performance in everything we do.

Excellence is the result of caring more than others think is wise, risking more than others think is necessary, and expecting more than others think is possible. Striving for excellence is a commitment to make positive differences by exhibiting these characteristics. Together, our hospitals, clinics and all other points of service can support one another by sharing resources and knowledge.

**Key Behaviors:**
- Contribute above and beyond job descriptions.
- Be responsible and take ownership.
- Surpass performance expectations in Service, Safety, Quality, and Outcomes.
- Promote a positive image of Valley Health through professional appearance and behavior.
- Show eagerness for personal goals and organization success.
- Become an expert in chosen field through continuous learning and education, or regularly strive to exceed expectations.
- Prioritize time and talent to produce the biggest impact with exceptional results.

---

**Courage**

We have strength and conviction to do the right thing regardless of opposition or fear.

Our customers count on us to take care of their needs by keeping them safe. We must have the courage to communicate problems and concerns without fear and to propose solutions. We set high standards for ourselves and others to act ethically and professionally, and dedicate ourselves to do
the right thing even if it is not the easiest thing.

Key Behaviors:
• Hold self and others accountable for actions and behaviors.
• See the value in appropriate risk-taking.
• Speak up for the right thing to do.
• Mentor and coach others to make appropriate choices - words, approach, process, conflict management.
• Commit to speak and listen to the truth respectfully with peers and superiors even when it is difficult and without fear of retaliation.
• Seek out and welcome feedback about personal job performance and offer feedback to others when needed.

Integrity
We assume responsibility for the decisions we make and the actions we take. We inspire trust and confidence through personal and professional leadership.

We are consistent in our values, beliefs, actions and relationships. Our quality service and care are sincere and consistent in all settings, regardless of audience. Integrity shines through in our actions and our words.

Key Behaviors:
• Exercise good judgment and high ethical standards in decision-making.
• Represent self and organization fairly and honestly to customers, stressing Valley Health’s mission, vision and values.
• Take ownership and be personally accountable to self and the organization; be courageous to report risks and unethical business operations at all times.
• Demonstrate trustworthiness and consistency by following all guidelines, policies, laws and regulations that apply to Valley Health and its operations.
• Keep commitments to others, thereby establishing trust and confidence.
• Be committed to performance improvements that best serves the customer and our organization.
• Treat customers with respect, dignity and fairness.
• Maintain confidentiality of patient, employee and corporate information.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.