Job Description

Job Details

Job Title: RECRUITER  
Position Number: 1083710940
Department: HUMAN RESOURCES  
FLSA Classification: Y
Reports To: EMPLOYMENT MANAGER  
Grade: 114

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

The Recruiter is responsible for delivering all facets of recruiting success system-wide in a fast paced, high energy environment while strengthening the company's image as the employer of choice. This will be achieved through the development of local and regional recruiting plans, advancing the brand across numerous markets and professional communities and employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. Performs a variety of duties relative to the recruiting and hiring function including but not limited to sourcing, recruiting, advertising, screening, attending job fairs, conducting telephone interviews to identify top candidates, scheduling face-to-face interviews between the top candidates and hiring managers and handling post-offer requirements. Serves as a resource for hiring managers for job description development (e.g. Summary and Qualifications) and interview techniques. A wide degree of creativity, short and long-term recruiting vision, business understanding, and personal organization are essential. Maintains excellent working relationships with the employment manager, hiring managers system-wide, employment team and applicants. Delivers recruiting results and exceeds expectations by identifying, attracting, and hiring top talent who fit the culture, mission and values of Valley Health System.

Education

<table>
<thead>
<tr>
<th>Degree/Diploma</th>
<th>Program of Study</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Bachelors</td>
<td>Human Resources</td>
<td>or related field required.</td>
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**Additional Educational Requirements**

Master's degree preferred.

Experience

<table>
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<tr>
<th># of Years</th>
<th>Type of Experience</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Additional Experience Requirements</td>
<td>Previous sourcing, recruiting, interviewing and hiring experience required; preferably in a healthcare setting.</td>
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Certification & Licensures

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<th>Certification / License &amp; State (if applicable)</th>
<th>Additional Information</th>
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<td>Additional Certification/Licensure Requirements</td>
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Qualifications

• Proven track record of successfully using multiple sourcing and recruiting channels including the internet and social media preferred.
• Solid understanding of employment law, recruitment and staffing metrics and HR related practices.
• Previous job description development experience preferred.
• Proficient in MS Office - Microsoft Word, Outlook and Excel required; familiarity with applicant tracking software (e.g. Position Manager) preferred.
• Ability to travel to recruiting events and VHS entities as required.

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 lbs) • Frequent hand washing required. • Frequent sitting, standing, walking. • Occasional bending, squatting, crouching, kneeling, lifting, pulling, pushing, carrying, stretching, reaching, climbing. • Frequent twisting of body or neck. • Frequent repetitive arm, hand and finger movements. • Frequent use of hand-held objects. • 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. • Able to identify and understand the speech of another person. • Able 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. • Mental activities necessary include a high level of cognitive functioning with communication, interpersonal, administration, concentration, accuracy, organization, planning, problem solving and decision-making capabilities. • May be exposed to fluctuating temperatures.

Responsibility Area and Performance Standards

Definition

PERFORMS OTHER FUNCTIONS - 20% • Promptly responds to applicants and employee’s questions and strives to provide good customer service. • Works cooperatively with the employment team and HR operations. • Demonstrates flexibility and the ability to adapt to team or departmental changes. • Excellent organizational, interpersonal and communication skills. Motivated self-starter with an innate ability to achieve specific goals and exceed expectations on a daily basis. Multi-task oriented, adheres to deadlines. • Assumes personal responsibility for career growth and development. • Provides coverage for other team members in their absence. Actively participates in the planning and implementation of all special events and projects of Employment Team, and in all Employment Team meetings. • Performs other duties and special projects as assigned.

SOURCING - HIRING - 60% • Exhibits enthusiasm and passion about attracting qualified, dedicated and knowledgeable talent. • Assist hiring managers with clarifying/writing job description summaries and qualifications after the requisition is posted. Discuss the positions with the hiring managers to ensure there is a solid understanding of the requirements and the types of knowledge, skills and abilities needed. Work with HRIS Analyst if requisition needs re-posted due to changes. • Score assessments, screen applications, conduct telephone interviews by using behavioral-based interviewing techniques and assessment skills. Ranks candidates based on pertinent factors including needs and expectations of position, and refers top candidates to hiring managers with analysis of
each candidate. Schedule face-to-face interviews for Hiring Managers. • Assess hiring needs and the
effectiveness of the screening/interviewing strategy through developing a thorough understanding of
the department’s cultures and uses that understanding to help recruit candidates. Effectively
communicates regularly with the Employment Manager, Employment Team and hiring managers
regarding any problems encountered with the screening/interviewing process. • Collaborates with
Employment Manager and Employment Team frequently on the design, development and
implementation of effective sourcing, recruiting and retention strategies.

• Effectively determines external advertising needs for all non-nursing positions. Writes ad copy and
places ads. Researches and selects appropriate markets, internet sites, social media/networking,
professional organizations, and other resources and creates/revises/places ad. • Tracks where ads
have been placed and money spent on advertising to ensure monthly allotment has not been
exhausted. • Stays informed of trends, innovative recruiting techniques and state of the employment
market in order to be competitive in state-of-the-art recruiting practices. Researches, coordinates, and
participates in educational career days, job fairs, university recruitment and other recruitment events.
Researches, collects, tracks, analyzes, and documents the effectiveness of various recruitment
approaches. • Analyzes metrics/data effectively, draws conclusions and makes the necessary
adjustments to ensure the recruiting plan is functioning at optimum efficiency and effectiveness.
Updates Employment Manager and Employment Team frequently. • Ensures that positions have been
posted for a minimum of 3 days prior to making a job offer. Determines the rate of pay for internal and
external candidates. Extends offer, schedules post-offer requirements and informs candidate of all
pertinent information. Sends announcement email to Hiring Manager. • Utilizes the complete
functionality of Jobs2Web and Position Manager and maintains data integrity. • SLA Metrics met.

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.