

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-21-52

Closing Date: Open until filled



POSITION TITLE: Nurse Recruiter

DEPARTMENT: Nursing

Position Summary:

Under general supervision of the Chief Nurse Executive, responsible for the direction and management of recruitment for Nursing. Works closely with nursing job candidates, external recruiters, and other human resources professional in support of a WIHCC's hiring needs. Coordinate the flow of candidates through the recruitment process from scheduling interviews to bringing new employees on board in accordance with the Navajo Preference and Employment Act (NPEA). The Nurse Recruiter is responsible for maintaining and cultivating a successful recruitment. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Ensures that all the applicable nursing recruitment policies/procedures and protocols are current for nurses, and assists with the overall Nursing Department policies/procedures.
- Works with Nursing support staff in ensuring that nursing licensures and certifications are up-to-date as required.
- Collaborates with Nursing Administration to accomplish the WIHCC and Nursing's strategic plan goals and objectives, and GPRA objectives.
- Completes and submits annual reports for the Chief Nurse Executive.
- Develops, conducts, and analyzes various studies and surveys concerning nursing turnovers in the effort to improving retention.
- Prepares written recruitment and budget plans for the operation of the nursing recruitment program.
- Maintains job descriptions which includes job specifications and monitors job description revisions.
- Assists with development or editing of new job descriptions.
- Clarifies duties and responsibilities contained in the job description, if needed.
- Conducts prescreened interviews for potential candidates.
- Coordinates recruiting, selection and employment process in line with established procedures.
- Coordinates and schedules interviews with potential candidates.
- Conducts preliminary employment verification and reference checks for potential candidates.
- Assists potential candidate with travel coordination when needed.
- Work closely with the Nursing Administration team and internal/external Recruiters to support for individual positions both as FTE and PTE.
- Assists with selection of qualified job applicants or refers them to managers making hiring recommendations when appropriate.
- Prepares informational packets for recruitment, including developing and maintaining promotional campaigns to potential applicants.
- Participates in job fairs and career days at local and surrounding community events for recruitment purposes.
- Participates and maintains professional relationships with local nursing schools, universities, high school, etc., as recruitment and networking effort.
- Participates as a member of the Nursing Administration team and as a voting member of the DNLC team of Navajo Area.
- Works collaboratively with the Nurse Educator and develops and implements nursing orientation for new nursing employees as well as current employees.
- Develops and implements yearly nursing competency verification events/trainings.
- Coordinates clinical orientation and experiences for nursing students and faculty using WIHCC as an educational location.
- Assist Nurse Educator as need.
- Maintains current practical knowledge and skills in all areas, including trauma, med-surg, primary care, acute care, emergency nursing, and specialty services.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.

- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Nursing, two years of experience as a Nurse Recruiter. Two years' experience in clinical practice. Current licensure as a Registered Nurse required. Current BLS/CPR required. Bilingual skills in English and Navajo language preferred. Master's degree preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of health service/administration and other self-assessment programs, accreditation requirements including continuous quality assurance or management, risk management, safety, infection control, information management systems, medical records, and the RPMS.
- Knowledge of AAAHC, COLA, CMS and applicable federal, state, county, and local laws, regulations, standards, and requirements,
- Knowledge of the complexity of current health programs specific to Native Americans and the knowledge of cultural sensitivity and language diversity.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures for nursing education and recruitment.
- Skill in communication including teaching groups; providing technical assistance to individuals regarding methods for implanting new ideas.
- Ability to develop and deliver presentations.
- Ability to maintain CPR and other certifications as required.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.