



Dilkon Medical Center

Job Vacancy Announcement #DDH-22-02

Closing Date: 01/31/2022

POSITION TITLE: Recruitment Coordinator

DEPARTMENT: Human Resources

Position Summary:

Under general supervision of the Human Resources Manager, works closely with applicants, candidates, hiring managers in support of WIHCC's hiring needs. Coordinates 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) and other related employment laws and regulations. Interacts closely with department heads, and other managers and staff to coordinate the recruitment and hiring of new employees. Uphold 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.
- Maintains positions description which includes job specifications and monitors position description revisions.
- Assists with development or editing of new job descriptions.
- Clarifies duties and responsibilities contained in the job description, if needed.
- Maintains and manages applicant management system.
- Represents and promotes organization to potential applicants by providing information, responding to questions by email or phone calls and collecting applicant data.
- Processes applications and performs applicants screening while complying with NPEA and other established human resources guidelines.
- Conducts prescreened interviews for potential candidates.
- Coordinates recruiting, selection and employment process in line with established procedures.
- Assists in representing WIHCC at career/job fairs and recruiting events.
- Composes and distributes routine written correspondence such as non-select letters and other appropriate HR communications.
- Coordinates and schedules interviews with potential candidates.
- Works closely with Hiring Managers in creating interview questions.
- Conducts preliminary employment verification and reference checks for potential candidates.
- Work closely with Hiring Managers and internal/external Recruiters to support recruitment process for individual positions both as Full-Time Employees (FTE) and Part-Time Employees (PTE).
- Creates Personal Action Form (PAF) for new hires.
- Makes job offers to candidates for WIHCC employment.
- Assists with election of qualified job applicants or refers them to managers making hiring recommendations when appropriate.
- Collaborates with HR team to support specific recruiting efforts, including coordination with external employment resources such as IHS, Navajo Nation and its entities.
- Assists potential candidate with travel coordination when needed.
- Assists with the overall process of new hire orientation including required paperwork.
- Maintains WIHCC's website and its contents which include updating HR employment sections; ensures website is up to date with current job postings.
- Coordinates with local media such as newspaper and radio to produce job announcements.
- Assists by working closely with Indian Health Service Area regarding Commission Corp staff with transfers, including all necessary paperwork.
- Assists with developing a wide variety of written materials in both manual and electronic formats (e.g. HR reports, forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Attends related training and development to continue personal and professional growth.

- Participates in HR department meetings that may also include representing HR at other organizational wide meetings.
- Maintains recruitment files, recruitment calendar, records of interviews and new hires.
- Assists in preparing monthly HR recruiting reports for submission to Director of Human Resources.
- Supports Senior Recruitment Specialist and Human Resources team with the assignment of special projects.
- 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:

High School Diploma or GED. Associate's Degree in business or related field preferred. Five years' Human Resource and/or recruitment experience with candidate sourcing. Skills in time management, organization, communication, interpersonal skills, and critical thinking is required. Knowledge of Navajo Preference in Employment Act (NPEA) including employment laws and regulations are preferred. HRIS software experience, preferred. Bilingual skills in English and Navajo language 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 applicable federal, state, tribal laws (NPEA), regulations and requirements.
- Knowledge of various employment laws and practices including the Navajo Preference in Employment Act.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint and HRIS Systems.
- Skills in proven candidate sourcing and building relationships.
- Skills in database management and record keeping.
- Ability to multitask and be detail orientated in a fast pace environment
- Ability to work independently or as part of the team on diverse assignments in a fast paced environment.
- Ability to plan and manage special human resources projects.
- Ability to interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Ability to maintain the highly confidential nature of human resources work.
- Ability to travel for recruitment meetings, college visits, and career fairs and maintain a flexible work schedule.
- Ability to gather and analyze information skillfully.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- 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 25 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.