



Elmore Medical Center

Mission Statement: The mission of Elmore Medical Center is to provide quality healthcare services that enhance the quality of life for the communities we serve.

Vision Statement: Through excellence in care and service, Elmore Medical Center, in partnership with local and affiliated physicians and other healthcare providers, is the healthcare resource of choice for the communities we serve.

Staff Level Job Description

Title: HR Generalist - Recruiter

Unit/Area: Administration

Revision Date: March 2010

I. JOB SUMMARY

The HR Generalist - Recruiter is responsible for the recruitment, screening and supporting the interviewing and hiring process of hard to fill positions at the medical center while giving ongoing recruitment assistance to managers with any open position. Other responsibilities include conducting Human Resource Generalist activities as directed. This position reports to the Operations Officer in conjunction with the Human Resources Function Manager.

II. Duties and Responsibilities

A. Elmore Medical Center Values

The values of Elmore Medical Center are **Respect, Communication, Teamwork, Quality, Trust and Customer Service**. All employees are responsible for modeling the Elmore Medical Center's values.

1. Respect

Exhibits responsibility and accountability for actions and the actions of others in assigned areas by:

- Being open and accessible to resolve problems
- Effectively collaborate with all departments
- Demonstrating initiative and accepts responsibility
- Demonstrating proactive problem solving
- Promoting and acknowledging team effort
- Demonstrating courteous behaviors including smiling (when appropriate), giving appropriate eye contact, answering questions, providing assistance, listening and verbal acknowledgement
- Recognizing the value and importance of other's opinions, time, contributions and skills
- Honoring diversity, being supportive and accepting of differences

2. Communication

Maintain professional relationships and convey relevant information to others by:

- Being a communicator, negotiator and facilitator
- Representing the actions of others in a positive manner
- Using "I" or "we" statements instead of "you"
- Not allowing or participating in negative statements about others/projects or doesn't undermine positive communication (no pot stirrers)
- Following the chain of command
- Using the effective communication skills of attentive listening, eye contact, feedback and appropriate non-verbal behavior
- Providing accurate and timely information through appropriate channels
- Taking responsibility to stay informed by attending meetings, reading memos and asking questions
- Communicating with coworkers and other departments to maintain smooth workflow and minimize disruptions

3. Team work

Effectively navigates with a pleasant demeanor within the organization through collaboration and teamwork by:

- Demonstrating an interdisciplinary focus as part of the facility wide EMC team
- Becoming a positive leader within the department
- Praising others
- Being accountable while recognizing and respecting others' role
- Being motivating and inspiring
- Working well with others through support, assistance and cooperation
- If there is an issue take action to make corrections and/or let someone know
- Completing assignments on time, accurately and to the best of your ability

4. Quality

Exhibits expertise in performance improvement/operational efficiency incorporating alignment with the mission, vision and values by:

- Being result oriented and quality data driven
- Being professional and open minded
- Listening with accountability to improvement
- Promoting a safe environment
- Striving to exceed operational benchmark standards and standards of excellence
- Participating interdisciplinary improvement team efforts

5. Trust

Integrity as evidenced by:

- Exhibiting credibility and self discipline
- Being fair, equitable and consistent
- Completing projects with timely follow up
- Demonstrates veracity by being open enough to seek the truth
- Honest in interactions
- Assures and maintains confidentiality by holding information in trust

6. Customer Service – Internal and External

Committed to service, patient care centered and value focused by:

- Listening and acknowledging what internal and external customers are saying
---- Building loyalty by demonstrating and expecting compassion for external and internal customers
- Expressing a sense of priority for customer service
- Embracing problems/concerns by communicating how and when action will be taken
- Following up timely and appropriate when working with customers
- Only accepting “excellent” customer service
- Showing pride while sharing goals and accomplishments of the facility with the community and coworkers

B. Job Duties

1. Be responsible for developing, successfully implementing, maintaining and improving recruitment strategies for hard to fill positions consistent with Elmore Medical Center's (EMC) strategic plan.
2. Evaluate candidates' strengths compared to the position.
3. Support management in screening, interviewing and selecting candidates.
4. Develop creative recruiting resources to attract qualified professionals
5. Coordinate the announcing and advertising of open positions at EMC
6. Build and maintain a well qualified pool of available candidates
7. Develop and maintain a relationship with EMC departments to determine characteristics and skill sets needed for the position
8. Communicate with management and candidates to answer questions and resolve issues
9. Compile and establish effective networks to enhance recruitment efforts.
10. Produce reports detailing Human Resource statistics, logs and other relevant information at regular intervals.

11. Oversee the Affirmative Action tracking process.
12. Represent EMC positively at recruitment related activities such as job fairs, appropriate websites, etc.
13. Implement, maintain and continually improve the process for recruitment files and their retention.
14. Assist with the development of job descriptions, including essential job functions.
15. Other Human Resource duties as assigned

III. JOB REQUIREMENTS (Education, License and Employment Experience must be verified and documented prior to hire)

- A. College degree in the medical field or position relevant course of study, or equivalent experience in recruitment
- B. Experience with computer word processing, database and internet programs
- C. Knowledge of EEO and affirmative action guidelines
- D. Recruitment experience preferred
- E. Experience in healthcare preferred
- F. Ability and willingness to demonstrate and maintain competency as required for job title and the unit/area(s) of assignment.
- G. Excellent communication skills to include (check only those that truly apply to performance of the job):
 - oral comprehension (understanding spoken word)
 - oral expression (being able to speak)
 - written comprehension (understanding written word)
 - written expression (being able to write)
- H. Ability to manage a complex work environment related to changing customer needs.
- I. Ability and willingness to exhibit behaviors consistent with high standards for performance improvement and organizational values
- J. Ability and willingness to exhibit behaviors consistent with principles for service excellence.

IV. WORKING ENVIRONMENT

Risk of exposure to (check those that apply and list "other")

<input type="checkbox"/>	Blood & bodily fluids	<input type="checkbox"/>	Latex	<input type="checkbox"/>	Odors, chemicals
<input type="checkbox"/>	Disease	<input type="checkbox"/>	Hazardous drugs	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	TB (to require mask)	<input type="checkbox"/>	Mechanical/Electrical	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other :	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other: _____

V. PHYSICAL REQUIREMENTS

Insert appropriate number (0, 1, 2, 3) in box next to ability using the following scale:

0 = never 1 = occasionally 2 = frequently 3 = continuously

- 3 Sitting 2 Standing 2 Walking 0 Running 1 Driving 1 Bending/stooping 1 Climbing
- 1 Kneeling 1 Pushing/Pulling objects on rollers/wheels 1 Pushing/pulling objects without rollers/wheels
- 1 Squatting 0 Crawling 1 Twisting/turning from waist 1 Moving objects vertically (up & down) 10 lbs
- 1 Moving objects horizontally (left/right) 10 lbs 2 Handling (holding, grasping, working with hands)
- 2 Fingering (pinching, picking, working with fingers) 1 Feeling (size, shape, temperature, texture by finger receptors)
- 1 Endurance (requiring cardiovascular fitness) 0 Right/left foot movement (use of pedals)
- 2 Vision –far acuity (corrected vision at 20 ft or more) 2 Vision-near acuity (corrected vision at 20 inches or less)
- 1 Depth perception (judge 3 dimensions, distance & space) 2 Field of vision (see up, down, left, right while eyes are fixed)
- 1 Color vision (identify and distinguish color) 2 Hear in quiet surroundings 2 Hear in noisy surroundings
- 2 Hear over the phone 2 Talk in quiet surroundings 2 Talk in noisy surroundings 2 Talk over the phone
- 1 Sense of smell 1 Sense of taste