|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Conway Medical Center  Job Description | | **Date last Edited** | 2/24/2020 | | |
| **Position Title:** | Talent Acquisition Specialist - Nursing | | |
| **Job Code** | 5600 | | |
| **Department:** | Human Resources | | | **Dept. #** | 01.9300 |
| **Reports To:** | VP of Human Resources | | | **Workers Supervised:** | None |
| **DOL Status** | NON - EXEMPT | | | **CMC Status:** | EXEMPT - SAL |

**Qualifications**

**Education:**

* High School Diploma required.
* Bachelor’s Degree in related field preferred.
* Associates (ASN) or Bachelors (BSN) in Nursing preferred.

**Experience**:

* A minimum of (2) two years’ experience working in Healthcare Human Resources Nursing Recruitment required.
* Critical Care hospital nursing recruitment experience preferred.

**Licensure/Certification/Registration:**

* If qualified as a RN, Current South Carolina (or compact state) licensure as RN (SCLLR) in good standing required.

**Skills:**

* Ability to work effectively and collaboratively with co-workers, nursing colleagues, and department heads required.
* Strong PC Skills required.
* Demonstrated proficiency with Microsoft Outlook, Word, Excel, Explore and PowerPoint required. Testing and samples will be requested.
* Exemplary core customer skills strongly required.
* Strong Verbal communication skills strongly required.
* Experience with social media platform recruitment such as Linkedin required.

**Other:**

* Personal transportation to travel in the tri-sate region to recruitment events required.
* Must have a desire to not only off- campus recruit, but spend a great deal of time within the HR office environment to process applications, prepare communications, schedule processing and other employment services functions.

**Working Conditions:**

* Stress level high due to demands frequently occurring simultaneously.
* Generally contained office type environment and mostly indoor work.
* Most work performed while sitting, however, a moderate amount of walking and moving around within a confined area occurs.

**Physical Requirements:**

Light-Medium - While performing the duties of this job, the employee is frequently (activity or condition exists from 1/3 to 2/3 of the time) required to stand, sit, and walk; frequently to use hands, fingers; and frequently to talk or hear. The employee must exert 15 to 20 pounds of force occasionally (activity or condition exists up to 1/3 of the time), and/or 5 to 10 pounds of force frequently, and/or greater than negligible up to 5 pounds of force constantly to move objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to hear to process instructions and safety code and alarms required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and will be assessed by post offer Employee Health fit-for-duty review.

**Position Summary:**

The Nursing Talent Acquisition Specialist (TAS) will complete all aspects of employment services including but not limited to facilitation of the position requisition process, job posting, advertising and recruitment, candidate sourcing, electronic application and information management, hiring-for-fit initiatives such as behavior testing management, facilitating peer interview processes, interviewing applicants, performing background checks, benefits orientation and overseeing all onboarding requirement completion and new hire processing. The TAS creates and implements the recruitment and advertising plan. The TAS is assigned various HR related special projects and leadership roles that will vary and rotate, but may include HRIS system management, licensure management, compensation plan analysis, benefits plan analysis, time-to-fill stats analysis, turnover report analysis and other key performance indicator review.

All organizational staff, including this position, are specifically required as a condition of continued employment to make advance preparations for their families and pets in the event of weather emergencies such as Hurricanes and flooding threats. Any staff member can be determined as essential staff required to report to the facility during these events. In many cases this means reporting and sleeping at the facility before, during and after a weather emergency. By signing this job description, the staff member accepts this responsibility of readiness to report to work during any designated emergency staffing situation. CMC staff members operate as one team meeting the healthcare needs of our communities, thus this position will on occasion complete other duties as assigned beyond those designated in this primary job description which may include “float” coverage at an alternate facility, department or assignment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Employee Name (Print) |  | Employee Signature/Employee # |  | Date |