

Premier Community HealthCare Group, Inc.
Job Description:

Job Title: Talent Acquisition Manager
Department: Administration
Reports To: Human Resource Officer (HRO)
FLSA Status: Exempt
Prepared Date: 01/2021 **Revised:**
Approved By: CEO

SUMMARY: As a Talent Acquisition Manager, you will be responsible for finding, recruiting, hiring and retaining talented candidates. Responsible for planning, developing and implementing a new and productive Talent Acquisition strategy for Premier Community HealthCare. This position carries out responsibilities in all aspects of recruitment, including managing the applicant tracking system, contractors and agency relationships. This individual must deliver best-in-class recruitment practices and standards to promote Premier Community HealthCare as being a top employer of choice.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes the following, other duties may be assigned.

1. Manages the talent acquisition process.
 - Partner with hiring managers on recruitment efforts
 - Screen and select applicants based on job description.
 - Distribute applications to office managers for interview selection and assist in applicant selection.
 - Train, coach and develop recruitment coordinator.
 - Develop and maintain relationships with college and university placement offices.
 - Develop and execute recruitment strategies with managers, including career fairs, email campaigns and sourcing strategies.
 - Providing reports and trends of hiring data and identify opportunities to improve.
 - Developing and conducting training programs for managers as to improve recruiting and hiring efficiencies and reduce turnover.
 - Participate in developing talent acquisition goals, objectives and systems.
 - Manage applicant tracking system and partner with vendor on new solutions or technology to help enhance the candidate experience.
 - Develop, implement and maintain human resource policies that surround talent acquisition.
 - Keep current with industry benchmarks, employment law and best practices.
 - Other duties as assigned
2. Maintain appropriate documentation.
3. Participates in administrative staff meetings and attends other meetings and seminars.
4. Travel Expectation.
 - Travel to various sites is required on a routine basis.
 - Comply with PCHG's motor vehicle safety program.
 - Use of company or own automobile for local travel.
 - Valid driver's license and automobile in good repair.
5. Ensure patient confidentiality and EMR security at all times.
 - Maintain patient information within HIPAA.
6. Keep other care team members informed when situations occur that disrupts timely patient flow through site.
7. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA).

SUPERVISORY RESPONSIBILITIES: This position may have direct supervisory responsibilities and will lead the talent acquisition function.

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.

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2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.
4. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

QUALIFICATIONS:

1. Bachelor's degree in human resources, communications, business or related field, or 5 years of related experience.
2. Preferred five (5) years' experience in a recruitment role or staffing agency.
3. Demonstrated experience leading projects and driving recruitment strategies.
4. Working knowledge of state/federal employment and labor laws.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

COMMUNICATIONS SKILLS:

1. Exceptional Customer Service.
2. Ability to build quick rapport and establish trust.
3. Ability to communicate effectively, verbally and in writing with multiple levels within the organization.
4. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE