General Description
Under the direction of the Branch Manager and the Recruiter Trainer, the Healthcare Recruiter is primarily responsible for recruiting health care professionals with the goal of fulfilling per diem and contract orders from clients. The Healthcare Recruiter is also required to initiate the planning of activities that result in additional field staff acquired for clients.

Qualifications
Typical qualifications would be equivalent to the following:
1. Strong customer service, human relations and problem-solving experience
2. A minimum of two years experience in recruiting and sales
3. Dedicated self-started who has the desire and drive to succeed in a sales focused role
4. Ability to meet deadlines
5. Proven customer service experience with the ability to initiate and build professional relationships
6. Strong computer literacy with experience utilizing multiple systems in your daily activities
7. Organized work habits
8. Detail oriented
9. Ability to interact successfully and communicate with others in the workplace (internally and externally)
10. Ability to successfully multi-task in a fast-paced, team environment
11. A positive attitude and willingness to learn and grow
12. College degree or some college with concentration in communications, human resources or related field
13. Public relations skills, interpersonal skills, and professional telephone manner
14. Desire to pursue a career in management and sales.

Representative Duties
1. Perform all recruiting duties including: placing 400 outbound calls a week to build a referral pipeline as well as use social media, job boards (ex: Facebook, LinkedIn, Indeed and RNVIP) and community contacts to connect with leads.
2. Develop new sources of qualified candidates
3. Responsible to assist all incoming calls
4. Pre-screen and set appointments for candidates
5. Assist candidates in the onboarding process including: phone interviews, skill evaluations, orientations and/or training
6. Coordinate interviews, orientation and schedule for the candidate and facility
7. Accountable to keep current on per diem shifts, temp contract and perm orders and the required skills that are needed
8. Required to enter current and prospective client information into multiple databases
9. Responsible to maintain documentation of all candidate activity and job orders
10. Prepare weekly activity report and goal sheets
11. Follow through with marketing campaigns
12. Assist in other areas as the need and opportunity indicates
Measurement of Performance
1. Meet and exceed weekly Key Performance Indicators (K.P.I’s)
2. Achieving monthly start goal
3. Maintain and increase inventory of qualified temporary staff to successfully increase your gross profit
4. Demonstrated ability to establish and retain relationships
5. Behaviors indicate a drive to succeed in a sales role
6. Maintain proper documentation for each applicant and/or employee contact
7. Ability to critically think in all situations
8. Maintain client and employee confidentiality
9. Willingness and ability to help out in any areas as needed

This job description should not be construed to imply that these representative duties and qualifications are the exclusive standard for this position. Incumbents will follow such other instructions and perform any related duties as may be required by their supervisor.

PRN Health Services (Nurses PRN) is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees, regardless of age, race, color, national origin, religion, creed, handicap, disability, sex, sexual orientation, marital status, physical condition, political affiliation, membership in the national guard, state defense force or any other reserve component of the military of the United States or this state, and any other status protected under applicable federal or state law.

I have read the above job description and have been given the opportunity ask questions. My signature indicates that I am aware of my duties and responsibilities for said position. Furthermore, I understand that this job description does not imply an employment contract and that Nurses PRN is an at-will employer.

________________________________________
Employee Name - Printed

________________________________________
Employee Signature

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Date