

Recruiter

Madonna Rehabilitation Hospital is looking for a dynamic individual to join our Human Resources team. The Recruiter will be responsible for recruitment of qualified and quality staff to fill vacant positions for Madonna. Develops sources of qualified applicants and recruitment strategies to effectively attract applicants. Conducts screening interviews and recommends candidates for appropriate positions. Works with team members and other Madonna leadership to develop strategies and plans for recruitment of qualified applicants.

- Collaborates and communicates effectively with supervisors and other leadership as well as within HR System to ensure excellent strategic plans are effective and jointly planned.
- Serves as contact for Voc Rehab and other agencies for placement or employment opportunities in collaboration with the Volunteer Resources Coordinator.
- Works with supervisor and clinical leadership to ensure processes are in place for access to students and graduating classes of colleges and universities to capitalize on talent available to Madonna and market the organization.
- Collaborates with supervisor and others to network with organizations and individuals to draw from a broad market of candidates within the framework of Madonna systems and expectations including Madonna Core Values.
- Responsible for reporting and analysis of recruitment and/or retention statistics to aide in meeting facility objectives for hiring and retention of staff. Participates in committees and project teams as assigned in order to collaborate with facility leadership on recruitment initiatives.
- Represents the hospital in career/recruitment events, representing Madonna in a professional manner. Requires ability to travel driving own vehicle and flexibility of schedule to work weekdays, evenings or weekends, locally or regionally as assigned.
- Assists with HR general office coverage, training with staff, supervisors, and managers as needed within the framework of Madonna system policies, government regulation, accrediting agency standards, or other regulatory requirements.
- Assists with maintaining employment policies and procedures as assigned for ensuring consistent, effective processes and procedures.

Required Knowledge

- High school equivalency plus minimum of two years post-high school education including course work in Human Resources or business required.
- Four years applicable (as determined by Madonna) recruitment experience required.
- PHR or equivalent certification preferred.
- Additional relevant Human Resource experience may be considered in lieu of formal post-high school education as determined by Madonna.
- Demonstrated knowledge and application of employment laws, procedures and regulatory matters required.
- Excellent written and verbal communication skills required.
- Must have current driver's license and must submit a copy of current driver's abstract reflecting a good driving record.