



Talent Acquisition Advisor - Nursing

Bargaining Unit: Mid-Management (NRD)

Probationary Period: (12) Twelve Months

Definition:

Reporting to the Talent Acquisition Manager, this position is responsible for recruitment administration focused on attracting and efficiently hiring qualified and competent nurses.

Distinguishing Characteristics:

The Talent Acquisition Advisor – Nursing is responsible for recruitment administration focused on attracting and efficiently hiring qualified and competent nurses. This classification is responsible for developing and implementing a comprehensive nurse recruitment plan in collaboration with nurse leadership in alignment with Kern Medical business strategy.

Essential Functions:

- Plans, implements, and continually evaluates success of a comprehensive recruitment and selection program for positions within the Department of Nursing.
- Monitors nursing staffing needs on a weekly basis. Gather information on recruitment market, and utilizes data in planning efforts.
- Composes and coordinates placement of local, regional and/or national recruitment advertising.
- Coordinate with Nurse Leaders to ensure applicant screening, evaluation, and selection is consistent with position requirements and company policies.
- Utilizes available resources to engage with candidates, highlighting the benefits of working at Kern Medical. Prepares and delivers employment offer letters using appropriate pay scales and steps based on experience and internal equity.

- Maintains effective communication with nurse leadership and candidates throughout the recruitment process.
- Tracks and reports on trends such as time to fill and acceptance rate.
- Initiates, leads, plans, and executes all nurse recruitment events.
- Identifies and attracts quality candidates by participating in career fairs, on-line job fairs, community network events, and social media venues.
- Researches, recommends and implements staffing and recruiting processes and programs to support “employer of choice” vision.
- Provides advice, training, and feedback to nurse leadership in areas of recruitment and selection such as interviewing techniques, qualifying candidates, etc.
- Works with hiring managers to ensure compliance with all federal/state laws and regulations.
- Assists the Talent Acquisition Manager in process reviews and quality checks of work flows.

Other Functions:

- Performs other job-related duties as required.

Employment Standards:

Background in nursing or healthcare recruiting is required for this position.

Minimum of five (5) years of professional experience in recruitment and selection.

OR

RN with a minimum of three (3) years of experience in an administrative role in a nursing department.

Society for Human Resources Management (SHRM) or other Human Resource designated certification is desirable.

Knowledge of:

The principles and practices in staffing and recruiting healthcare professionals, including nurse recruitment; job specifications and benefits to provide candidates with accurate information; and effective communication and presentation skills for negotiating with candidates at various levels, including executive staff.

Ability to:

Match candidate experience to knowledge and education to the needs of the Hospital Authority recruiting efforts; work with the Marketing department as appropriate to assist with marketing of positions; write, compose and edit recruiting advertisements; analyze, prepare and present data in familiar formats, using statistics to illustrate points and justify decisions; work independently; drive initiatives; express ideas in individual and group settings; communicate effectively both verbally and in writing; establish and maintain effective working relationships at all levels; and collaborate with nurse leadership and hospital employees.

Supplemental:

A background check may be required for this classification.

All Kern Medical employees are designated "Disaster Service Workers". In the event of a disaster or civil disorder, all Kern Medical employees are to remain at work or to report to work in a safe and practicable manner.

If position responsibilities require driving a personal vehicle, then possession of a current valid California Driver's License and adherence to the Kern County Hospital Authority Vehicle Use and Driving Standard Policy (ENG-EC-119) is required.

If position responsibilities require driving a vehicle owned, leased or rented by Kern Medical, then possession of a current valid California Driver's license, a signed authorization for Release of Drivers Record Information and adherence to the Kern County Hospital Authority Vehicle Use and Driving Standard Policy (ENG-EC-119) is required.

New
April 20, 2022