



**MORROW COUNTY
HEALTH DISTRICT**
Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Recruitment Coordinator

Department: Administration

Exempt/Non-Exempt: Non-Exempt

Reports to: HR Director

Pay Equity Group: _____

Effective Date: 11/8/22

General Position Summary:

The Recruitment Coordinator will work under the guidance of the Human Resources Director to recruit for needed staff for all departments of Morrow County Health District.

Essential Functions:

1. Post all open District positions for internal notification via email and physical posts as requested.
2. Work with HR Director to develop recruitment advertising for print media, professional websites, online job listing sites and the District website.
3. Track open positions of internal job posts, advertising and locations, posting and advertising dates, and update weekly.
4. Work with HR Director on candidate review and keeping directors updated on qualified candidates.
5. Represent the District at various career and job-related fairs, events.

6. Assist HR Director with various duties and projects as assigned.
7. Maintain strict patient confidentiality and follow all HIPAA regulations.

Secondary Functions:

1. Review print media and online career sites for other similar jobs advertised in our area.
2. Participate in educational opportunities, trainings, and development offerings to update knowledge and skills for the position.
3. Complete all required District training.
4. Other duties as assigned.

Job Scope:

Supervisory Responsibility:

This position has no supervisory duties.

Interpersonal Contacts:

The Recruitment Coordinator must have excellent interpersonal communication skills for in-person, phone and email communications with staff and external partners. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Ability:

The Recruitment Coordinator must have professional written and verbal communication skills and attention to detail. Must have excellent organizational skills and the ability to work within a close-knit team. Must have good writing skills: spelling, punctuation and grammar. Must be skilled in general office operations and be proficient in using Microsoft Office programs including Excel, Word and Publisher. Must maintain the highest level of confidentiality and follow District policies and procedures.

Specific Job Effort:

Mental efforts of the position include writing, organizing and tracking open positions, keeping advertising and website up to date, working with various advertisers, occasional travel to career fairs, educational opportunities.. Assist HR Director with various projects and duties. Physical efforts include adequate vision, hearing and manual dexterity to perform duties, be able to safely lift up to 15 lbs., excessive sitting, walking, bending, stooping, standing.

Education, Experience and Certification/Licensure:

High School graduate with some college required, Associates degree preferred. Minimum of 2 years of office work experience required, preferably in a confidential environment . Combination of education and work experience will be considered.

Job Conditions

Prolonged periods of sitting at a desk and working on a computer. The position is subject to possible exposure to blood, body fluids, infectious substances, hazardous materials, odors and noise. Can be possibly subjected to hostile and emotionally upset staff members. Occasional travel between District locations, meetings and events as well as occasional overnight stays for trainings, etc.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.

Signature of Employee

Date