

## UW HEALTH JOB DESCRIPTION

### Sr. Nurse Recruiter

Job Code: 300015	FLSA Status: Exempt	Mgt. Approval: S Hanauer	Date: March 2021
Department : Recruitment		HR Approval: S Whitlock	Date: March 2021

### JOB SUMMARY

The Senior Professional Nurse Recruiter is responsible for recruitment administration focused on attracting and efficiently hiring qualified and competent experienced registered nurses, new-to-practice nurses and advance practice nurses who embrace UWHC's mission and values. The Senior Professional Nurse Recruiter will develop and implement a comprehensive nursing recruitment plan in collaboration with Nursing leadership and in alignment with the Nursing and Human Resources strategic plans. In addition, the Senior Professional Nurse Recruiter integrates a thorough knowledge of human resource management with expertise in contemporary nursing practices and care delivery systems to design and manage recruitment initiatives that meet current and future staffing needs. Specific responsibilities include the development/implementation of recruitment plans, position advertising and marketing, screening and interview guides, applicant interviews and correspondence; relationship building and adherence to federal and state employment laws.

### MAJOR RESPONSIBILITIES

- I. Plan, implement and evaluate a comprehensive recruitment and selection program for positions within the Department of Nursing.
  - Work with the Director, Recruitment to develop operational initiatives in alignment with the HR Strategic Plan.
  - Assist the Director, Recruitment in audit reviews and quality checks of work flow and processes and conduct follow-up to measure outcomes
  - Provide training and consultation on the development of nurse recruitment related Academy curriculum.
  - Work with the Director, Recruitment to develop annual nurse recruitment budget request and provide supporting documentation
  - Attend meetings with Director, Recruitment and senior leadership as a subject matter expert on nurse recruitment related issues
  - Initiate, lead, plan and execute all nurse recruitment events.
  - Research and compile data for reports to Director, Recruitment and senior leadership, as needed.
  - Work with the Nursing Management team to identify priorities for recruitment. Consult with Nursing Senior Management and applicable Human Resources dept staff to design strategies to fill critical positions, incorporating quality improvement and customer service principles into each strategy.
  - Monitor nursing staffing needs on a weekly basis. Gather information on recruitment market, and utilize data in planning efforts.
  - Compose and coordinate placement of local, regional and/or national recruitment advertising.
  - Initiate, develop and implement a proactive recruitment strategy to address nurse recruitment needs including targeted strategies to address diversity deficiencies.
  - Coordinate with Clinical Department Directors and Clinical Nurse Managers to ensure that applicant screening and evaluation is consistent with position requirements, institution and departmental goals, and key values of the hospital and Department of Nursing.
  - Screen and Interview candidates and recommend best-qualified candidates to department manager for consideration.
  - Work in collaboration with HR Compensation staff to identify position changes, and work with department management to update position descriptions and organization charts as appropriate.
  - Maintain effective communication with Clinical Department Directors, Clinical Nurse Managers and applicants throughout the recruitment process.
  - Provide advice, training and feedback to Clinical Department Directors and Clinical Nurse Managers in key recruitment and selection areas such as interviewing techniques, candidate evaluation, pre-employment physical, reference checks, and criminal background checks.

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- Ensure that selection decisions are consistent with employment laws and policies, including (but not limited to) ADA, FLSA, Civil Rights Act, Immigration and Control Act, bargaining agreements, Wisconsin Statutes, Public Authority legislation, and hospital policies and procedures. Incorporate JCAHO requirements and other guidelines into operational systems as appropriate.
  - Work in collaboration with Compensation staff to identify appropriate pay rate for job offers.
  - Ensure that offers of employment are complete and accurate, and that confirmation letters, benefits information, and new-employee paperwork are fully completed, and that all pre-employment requirements are met (e.g. License verification, pre-employment health assessment and New Employee Orientation).
  - Oversee and coordinate activities of Staffing Assistant(s) in the processing and data entry involved with new hires, and to ensure that optimal service is provided to applicants.
  - Design, maintain and continually evaluate strategies to maximize communication with Nursing and Human Resources staff, and to proactively address potential problems.
  - Collaborate with nursing management to identify departmental needs related to the recruitment and selection program, and customize UWHC Human Resources processes as appropriate.
  - Evaluate the efficacy, cost and impact of the recruitment program (including marketing and recruitment advertising), incorporating key measures to ensure effectiveness.
  - Collaborate with Employee and Labor Relations and managers on the timely placement/disposition of displaced workers.
  - Assist the Director, Recruitment in audit reviews and quality checks of work flow and processes.
  - Facilitate process improvements and change focused on building efficiency and quality of recruitment processes.
  - Consult with the Director, Recruitment in collaboration with Public Affairs, in the development of recruitment materials consistent with the HR brand and corporate image.
  - Lead recruitment-related special projects within Recruitment and cross-functionally as assigned. These will typically include projects driven by our HR Strategic Plan.
  - Perform recruitment responsibilities demonstrating the HR competencies (see attached).
- II. Administer marketing program to effectively promote Department of Nursing and UWHC for recruitment purposes.
- Serve as leader and primary liaison in collaboration with Public Affairs and nursing leadership in designing, coordinating and evaluating a marketing plan to promote the UWHC Nursing department as an employer of choice.
  - Facilitate the development of recruitment, marketing and informational material reflecting UWHC's values. Assure consistency with the Nursing campaign, HR brand and corporate image.
  - Evaluate nursing publications/advertising and research media markets, to determine targeted, cost effective campaigns for specialized positions.
  - Identify and attend state, regional or national nursing recruitment events, including career fairs, open interviewing days, and/or technical college recruiting, as appropriate.
  - Incorporate diversity needs into all marketing campaigns and develop targeted recruitment strategies such as advertising in clinical journals for minority nurses, targeted job fairs, and specific outreach and advocacy efforts.

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- Work in collaboration with Employee and Labor Relations and/or Compensation staff in the Human Resources Department to address compensation issues that affect UWHC's ability to attract qualified applicants.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Graduate of school of nursing
	Preferred	Bachelor's Degree in Nursing
Work Experience	Minimum	Minimum of five (5) years of professional level experience in recruitment and selection activities or RN with a minimum of three (3) to five (5) years of experience in an administrative or program management role in a Nursing department.
	Preferred	
Licenses & Certifications	Minimum	Registered Nurse
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrated knowledge of human resources management as applied to nursing with recruitment and selection experience preferred</li> <li>• Demonstrated knowledge of contemporary nursing care practices and care delivery structures</li> <li>• Excellent interpersonal skills, communication and customer service skills</li> <li>• Effective organization, planning and follow-up skills</li> <li>• Knowledge and experience of HRIS for recruitment purposes, and experience in the use of computers for word processing and statistical analysis purposes</li> <li>• Ability to work effectively in a team environment.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>x</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling	<b>Negligible</b> or constant push/pull of items of negligible weight

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	significant degree.		of arm/leg controls	
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.