

NURSE RECRUITER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for recruiting qualified professional nursing staff and developing, implementing and evaluating professional nurse recruitment and retention programs. The incumbent is responsible for investigating sources and determining marketing approach, drafting and placing advertisements, attending career fairs and student recruitment fairs. The incumbent must assure qualified applicant flow, interview and recommend placement of internal or external applicants, and coordinate in-house recruitment efforts. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interviews and refers qualified applicants to appropriate clinical services;

Develops and implements recruitment strategies for professional nursing positions;

Coordinates in-house recruitment efforts and requests for transfers;

Attends career fairs and student recruitment events to attract the best qualified pool of candidates;

Investigates sources and determines best marketing approach to recruit the most qualified candidates;

Develops collaborative relationships with hiring managers to establish effective and efficient processes for quality staff selection;

Conducts reference checks on qualified applicants and makes appropriate recommendations;

Reviews candidates' experience, training and skill level for appropriate placement;

Conducts exit interviews to obtain feedback and solicit information;

Makes appropriate recommendations regarding recruitment policies and procedures;

Keeps abreast of current recruitment and staffing trends, specialized nursing programs, employment regulations and interviewing technologies;

Identifies actual or potential clinical issues based on hiring/transfer, orientation/termination issues;

Monitors adherence to nursing policies and procedures, Patient Care Standards (PCS's) and protocols. Review and revise policy and procedures related to recruitment and retention issues;

Attends and actively participates in appointed committees;

Provides guidance and assists with counseling of nursing personnel.

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Monitors office and career fair supplies;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and techniques of recruitment, interviewing and selection of nursing candidates for employment; good knowledge of employment regulations; good knowledge of nursing specialties and policies and standards established by accrediting agencies; knowledge of the laws governing registry and training of nurses; good knowledge of public personnel administration; good knowledge of accepted labor management practices and hospital personnel policies; ability to establish effective working relationships with managers, employees and the public; ability to develop and motivate subordinates and assure effective working relationships among them; ability to communicate effectively both orally and in writing; professional, sound judgment; courtesy; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Nurse and either (a) seven years nursing experience, two years of which must have been in a leadership role with responsibility for hiring and selection of professional nursing staff, or (b) a Bachelor's Degree* and five years nursing experience, including the two years of specialized experience defined in (a).

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* may be substituted for up to two years of the nursing experience. However, candidates must possess the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.