JOB TITLE: Benefits and Recruiting Specialist
REPORTS TO: Director of Human Resources
FLSA STATUS: Non-Exempt
JOB OVERVIEW: Responsible for the day-to-day operations of group benefit programs (group health, dental, life and long-term disability insurance, flexible spending plan, 401(k) and profit sharing plan), and the total recruitment process and retention strategies of clinical and nonclinical staff.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Benefits:
1. Administers employee benefit programs including medical, dental, vision, health savings accounts, health reimbursement arrangements, life insurance, AD&D and retirement plans.
2. Processes enrollments, terminations and changes, disability, accident and death claims. Issues timely COBRA notifications. Processes rollovers, QDRO’s, QMCSO’s, distributions and loans. Assists with compliance testing and audits as requested by plan administrator.
3. Audits monthly benefits billing invoices and submits approved invoices to finance department for timely payment.
4. Resolves administrative problems with carrier representatives, and responds to questions from providers and employees.
5. Coordinates and communicates annual Open Enrollment activities, including creation of informational documents and scheduling of staff meetings.
6. Organizes wellness activities throughout the year.
7. Maintains and coordinates employee recognition program, monthly employee service awards and social activities when appropriate.
8. Works with other members of the HR team to design and/or facilitate new employee orientation and other training as assigned.

Recruiting:
1. Identifies and sources targeted applicants using a variety of creative and effective recruitment methods. Reviews resumes/applications and phone screens all candidates to determine quality and fit for the organization. Present employment opportunities with detail and clarity, providing information about The Doctors Clinic, compensation, benefits, and specific elements of the position.
2. Creates a comprehensive practice description for each opportunity. Prepares job descriptions and develops job postings for company website. Identifies and searches candidate database(s) for potential candidates. Develops hiring campaigns and places follow-up calls to proactively source candidates.
3. Identifies and analyzes employment trends. Recommends changes in recruitment/retention strategies.
4. Maintains a candidate tracking worksheet/database reflecting documentation of positions open, interviews scheduled, conversations had, offers made/not made, offers accepted/not accepted, reasons for offers declined, etc. Follows up with all candidates and managers in a timely manner.
5. Contacts a minimum of three professional references for each candidate; documents information gathered and submits to hiring managers for their review.
6. Provides continued assistance to new hire employees in becoming acclimated to the company during their transition/relocation. Contacts new hires within 45 days to determine satisfaction with the process, new position and assess opportunities for improvement.
7. Works with other members of the HR team to design and/or facilitate for implementation employee orientation and other training as assigned.
8. Works to maintain compliance with federal and state regulations in employment practices.

ADDITIONAL RESPONSIBILITIES:

1. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed
2. Provides cross coverage for other HR functions as needed
3. Maintain confidentiality of sensitive information
4. Document work processes as required.
5. Perform other duties as assigned

QUALIFICATIONS:

Education:
1. Bachelor’s degree, OR
2. 5 years of HR experience or recruiting experience preferred

Experience: Health care experience preferred

Skills:
1. Advanced proficiency in various computer applications, e.g. word processing, spreadsheets, email, database management and presentation software.
2. Must be able to prioritize multiple responsibilities and manage large workloads within tight deadlines.
3. Ability to interpret, analyze and compare data.
4. Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standards, policies, regulations and employment law.
5. Excellent organizational and interpersonal communication skills.
6. Ability to prepare clear, concise, thorough, meaningful, and grammatically correct written reports, letters, memoranda, presentations and other media.

Other Requirements:
1. Must convey a professional demeanor.
2. Must be able to act calmly and effectively in a busy or stressful situation.
3. Ability to communicate effectively in the English language in person, by phone and in writing.
4. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.
5. Must be able to establish rapport and effective working relationships with applicants, peers, customers, vendors, physicians and administrators.

Physical Requirements:
Hearing: Adequate to perform job duties in person and over the telephone.
Speaking: Must be able to communicate clearly in person and over the telephone.
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Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
Other: Requires occasional lifting and carrying items weighing up to 25 pounds unassisted. Requires frequent bending, reaching, standing, walking, squatting and sitting, pushing and pulling exerted regularly throughout a regular work shift. Requires manual dexterity to operate equipment and perform manual responsibilities.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Benefits and Recruiting Specialist job description and understand the functions and objectives of this position.

Employee Signature: ___________________________ Date: _________________________

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Last update: 09/2014