**Job Title:** Recruitment and Retention Specialist

**Department:** Human Resources

**Reports To:** Chief Human Resources Officer

**Salary Level:** Grade 13 ($28.43 - $37.30)

**FLSA Status:** Exempt

**Approved By:** Chief Executive Officer

**Approved Date:** March \_\_\_, 2024

**GOALS FOR POSITION**: Building and maintaining the best possible work force through on-going recruitment; ensuring that hiring policies and procedures are administered uniformly throughout the organization; assisting CHRO in administering retention programs for professional and contracted staff.

**SUMMARY:** Responsible for all phases of staff recruitment; planning, organizing, and implementing marketing, outreach and retention strategies; assists the CHRO in facilitating internships, work-education agreements, loan-forgiveness, and related programs.

**FUNCTIONS & RESPONSIBILITIES:**

1. Policy Administration

A. Ensures that each step of the hiring process complies with applicable law and tribal and KMC policies, including Indian preference.

B. Conducts interviews with all applicants and ensures that the process confirms with human resources best practices, e.g. uniform questions are asked of all applicants and subject matter is appropriate.

C. Assists CHRO in administering retention programs, including education and loan forgiveness programs, to ensure compliance with applicable law and KMC policy.

D. Provides input to CHRO regarding policies applicable to hiring process and retention programs for KMC employees.

1. Recruitment
2. Reviews and revises job announcements.
3. Posts all open positions on KMC website, Indeed, and other websites based on nature of position.
4. Upon receiving applications, provides screening matrix to managers and schedules interviews for applicants selected for interviews.
5. Schedules interviews and site visits with applicants and managers; coordinates with applicants to schedule travel; guides applicants during site visits and provides them with tours of KMC and the Hoopa Valley Indian Reservation.
6. Main point of contact with all applicants, answering their questions and providing them with updates on the status of the position as needed.
7. Assists CHRO in drafting offer letters and communicating with managers about status of contract negotiations.
8. Coordinates start date and orientation with CHRO and Human Resources Compliance Manager. May be tasked with providing orientation in the absence of the Human Resources Compliance Manager.
9. Ensures that applicants not selected for a position receive notification upon completion of the hiring process.
10. Retention
11. Assists CHRO in administering retention programs for all staff, including education contracts and benefits offered to professional contracted employees, such as student loan repayment through HRSA.
12. Partners with HR staff to plan and execute retention events and programs.

**SUPERVISORY RESPONSIBLITIES**

In the absence of the CHRO, may occasionally supervise on-call employees.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of associate’s degree in related field (bachelors or higher preferred), or two years’ human resources or related administrative and policy driven work experience; recruitment and retention experience strongly preferred.

**BASIC REQUIRED ABILITIES:**

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self-improvement.

COMPUTER SKILLS.

KNOWLEDGE of grammar, spelling, punctuation, and common technology.

JUDGEMENT AND DISCRETION: Sound judgement, including the ability to exercise tact and maintain confidentiality in all human resources tasks and duties.

**JOB SPECIFIC SKILLS & ABILITIES:**

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONFIDENTIALITY: Employee must be aware of and adhere to Ki'ma:w Medical Center's Confidentiality Policy and employee’s HIPAA obligations and deal appropriately with patient confidentiality at all times

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current CPR Certificate, compliance with KMC annual minimum training requirements, and SHRM or Tribal Human Resources Professional certification preferred but not required.

**CONDITIONS OF EMPLOYMENT:**

DRUG TESTING: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

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Employee's Signature DATE

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Supervisor Signature DATE

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Human Resources Signature DATE