

UW HEALTH JOB DESCRIPTION

Nurse Residency Recruitment Coordinator

Job Code: 350089

FLSA Status: Exempt

Mgt. Approval: K. Kunz

Date: March 2021

Department : Human Resources – Talent Acquisition

HR Approval: S. Whitlock

Date: March 2021

JOB SUMMARY

Under the general direction of the Talent Acquisition Director and Talent Acquisition Managers, the Nurse Residency Recruitment Coordinator is responsible for coordinating enterprise-wide efforts related to recruiting and hiring new graduate nurse residents. This position partners with various departments of UW Health including Nursing, Human Resources and Marketing.

The Nurse Residency Recruitment Coordinator develops and implements a comprehensive Nurse Resident recruitment plan in collaboration with Nursing leadership. In addition, the incumbent serves as the lead liaison with outside schools of nursing for Nurse Residency recruitment. The Nurse Residency Recruitment Coordinator will have a strong understanding of the Wisconsin State Nurse Licensing process and regulations and be able to coach new graduate nurses through obtaining their licenses. In addition to the coordination of the Nurse Residency Program the Nurse Residency Recruitment Coordinator has a comprehensive understanding of experienced nurse recruitment and maintains the skills knowledge to recruit experienced nurses.

Actively participates in outstanding customer service and accepts responsibility in maintaining relationships that are equally respectful to all. The incumbent will act as a consultant, advisor, and mentor to peers in Talent Acquisition and Nursing leaders and will assist team-members with questions. This position will serve as the organizational lead in Nurse Resident recruitment and be the primary internal and external contact for all for the Nurse Residency program related questions.

Proactively evaluates current Nurse Residency recruitment processes and consistently seek opportunities for process alignment and improvement to create recruitment efficiencies. The Nurse Residency Recruitment Coordinator will create and maintain process documentation for the Nurse Resident recruitment program. In addition, the incumbent will report frequent status updates and results to the Talent Acquisition leadership team.

The Nurse Residency Recruitment Coordinator works independently and therefore must be self-motivated, creative, and have the ability to self-direct work. The incumbent will work with a minimum of supervision and is expected to meet and exceed established goals. The Nurse Residency Recruitment Coordinator will be expected to understand and use quality principles and tools in managing his/her own work systems and processes.

MAJOR RESPONSIBILITIES

1. Plan, implement and evaluate a comprehensive recruitment and selection process for the Nurse Residency Program.
 - Initiate, lead, plan and execute Nurse Resident recruitment events.
 - Research and compile data for reports Talent Acquisition and Nursing leadership, as needed.
 - Work with the Nursing management team to identify priorities for Nurse Residency recruitment.
 - Consult with Nursing senior management and applicable Human Resources department staff to design strategies to fill positions, incorporating quality improvement and customer service principles into each strategy.
 - Proactively identify new trends for possible implementation within Nurse Residency recruitment and make recommendations on replacing or improving existing ineffective systems or processes. Gather and analyze information on recruitment market and utilize data in planning efforts.
 - Initiate, develop and implement a proactive recruitment strategy to address Nurse Residency recruitment needs including targeted strategies to address diversity deficiencies.
 - Coordinate with clinical Department Directors and clinical Nurse Managers to ensure that nurse resident applicant screening and evaluation is consistent with position requirements, institution and departmental goals, and key values of the hospital and Department of Nursing.
 - Direct screening and interviewing of candidates to recommend best-qualified candidates to department Manager for consideration.
 - Maintain effective communication with clinical Department Directors, clinical managers and applicants throughout the recruitment process.
 - Attend meetings with Talent Acquisition and Nursing leadership as a subject matter expert on Nurse Residency recruitment related issues. Member of the Nurse Residency Program Advisory Committee.
 - Provide advice, training and feedback to clinical Department Directors and clinical 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 Joint Commission requirements and other guidelines into operational systems as appropriate.
- Work in collaboration with Compensation staff to identify appropriate pay rate for job offers (annual pay review, additional job codes, position description updates).
- Ensure offers of employment are complete and accurate. Ensure confirmation letters, benefits information, new-employee paperwork is fully completed, and all pre-employment requirements are met (e.g. license verification, pre-employment health assessment and new employee orientation).
- Oversee and coordinate activities of Recruitment Specialists in the processing and data entry involved with Nurse Resident 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. Working in coordination with the appropriate Business Partner.
- Collaborate with Nurse Resident Program Manager, department manager and other vested parties on the timely review and placement or disposition of Nurse Residents who are not successful in the program.
- Assist the Talent Acquisition Leadership, in audit reviews and quality checks of workflow and processes.
- Collaborate with Public Affairs and Social Media Coordinator, in the development of recruitment materials for the Nurse Residency Program. Coordinate with Nurse Residency Program Manager and other involved leaders, in the annual review of all Nurse Residency materials (marketing materials, information on Uconnect and the Nurse Residency website, etc.)
- Create and maintain process documentation for all Nurse Recruitment processes.
- Provide training and education to Nurse Recruiter team members who assist with Nursing Residency Program.
- Recruit for assigned experienced RN positions
- Other duties as assigned including special projects.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree from an accredited college or university in Nursing.
	Preferred	Master's degree preferred.
Work Experience	Minimum	Three (3) years of nursing experience
	Preferred	Experience in RN recruitment and selection activities
Licenses & Certifications	Minimum	Registered Nurse
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent interpersonal skills, communication, and customer service skills • Effective organization, planning and follow-up skills • Ability to work effectively in a team environment. • Demonstrated knowledge of Nurse Residency program, contemporary nursing care practices and care delivery structures

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,

<input type="checkbox"/> Infants (Birth – 11 months)	<input type="checkbox"/> Adolescent (13 – 19 years)
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	Young Adult (20 – 40 years)
Toddlers (1 – 3 years)	Middle Adult (41 – 65 years)
Preschool (4 – 5 years)	Older Adult (Over 65 years)
School Age (6 – 12 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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>	
Physical Demand Level	Occasional Up to 33% of the time
X	Up to 10#
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	Negligible
Light: 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 significant degree.	Up to 20#
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	20-50#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	10-25#
Constant 67%-100% of the time	50-100#
Negligible	Over 100#
Negligible or constant push/pull of items of negligible weight	Over 50#
Negligible-10#	Over 20#
10-20#	
Over 20#	
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.