

Position: Recruitment Coordinator

Position Summary

Under the direction of the Chief People Officer (CPO), responsible for HMS recruitment of professional and non-professional staff. Will plan, direct, and assist in the design, production, and implementation of all recruitment advertising.

The delivery of quality service and positive interaction with our customers is critical to the completion of all the tasks within this job description. Thus, the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful, and professional manner. Guidelines include all HMS policies and procedures.

Position Accountabilities

1. Collaborate with Senior Leaders and Directors to develop proactive recruitment plans that meet the current and projected staffing needs, with particular emphasis on difficult-to-fill positions.
2. Participate in and support recruitment events promoting employment at HMS, such as job fairs, virtual career fairs, college recruiting, or other recruiting events.
3. Attend and facilitate job fairs.
4. Develop relations/expertise with National Health Service Corps scholarships and loan repayment programs.
5. Advertise openings nationally
6. Develop working relationships with the State loan repayment program
7. Advertise openings statewide
8. Build relationships with residency programs
9. Identify cost-effective broad visibility advertisement opportunities;
10. Correspond with healthcare organizations and professional associations;
11. Identify job candidates and perform initial interviews.
12. Recommend candidates to Senior Leaders for second interviews
13. Facilitate travel for on-site interviews;
14. Facilitate on-site interviews, including meet and greet, HMS and surrounding areas tours, lunch, and/or dinner with the hiring team;
15. Assist in Human Resources and Credentialing/Privileging departments as directed;
16. Other duties as assigned

Minimum Qualifications

- High School diploma or GED equivalent
- Two (2) or more years of administrative healthcare-related experience
- Excellent human relations and oral and written communication skills.
- Dedication to strict confidentiality
- Strong Organizational Skills

To Apply

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or dropped off or mailed to:
1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036