



Three Affiliated Tribes Elbowoods Memorial Health Center

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

PROFESSIONAL HEALTHCARE RECRUITER

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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| REPORTS TO: Administrative Officer (AO) DEPARTMENT: EMHC Administration SALARY: \$26.00 – \$35.00 DOE/DOQ CLASSIFICATION: Non-Exempt | FLSA STATUS: FT-Regular LOCATION: 1251 Elbowoods Loop OPENING DATE: CLOSING DATE: |
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POSITION SUMMARY:

The Professional Healthcare Recruiter will be an outgoing, enthusiastic and professional individual who wants to assist EMHC in meeting their current recruitment goals to ensure quality patient care. This individual will be well organized, dependable and flexible in conducting the necessary duties for this position. Additionally, must be able to work independently and in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works collaboratively with Clinic Department Heads and HR staff to identify staffing needs;
2. Attends Career/Job Fairs and conducts outreach to educational institutions and other healthcare outreach programs;
3. In collaboration with the EMHC HR staff assists in the orientation of new hires, interns and locums;
4. Establish a retention plan for all EMHC employees;
5. Must establish and maintain a professional working rapport with recruitment agencies, media outlets, community contacts, educational institutions, healthcare organizations and vendors; developing contact list nationwide
6. Submit advertisements for health care professionals in appropriate advertisement venues. (Commission Corp, Indian Health Services, etc.);
7. Must develop EMHC recruitment packages that include applications, flyers, brochures and other relevant information for distribution while conducting recruitment programming activities;
8. Maintains the inventory and ordering of EMHC incentive for recruitment events;
9. Will provide a monthly report, including relevant statistics, to the AO;
10. Will develop an annual work plan and budget for the recruitment program;
11. Represents EMHC in a highly professional matter;
12. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
13. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;



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14. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
15. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
16. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
17. Attend training and maintain certifications as required; and
18. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical** – The ability to collect, interpret, and act on data and candidate information to drive strategic hiring decisions
- **Problem solving** – The individual identifies hiring roadblocks and creates effective talent solutions.
- **Verbal/written communication** – The individual provides clarity of clinical requirements, responsive multi-channel outreach, and persuasive negotiation to effectively bridge the gap between healthcare organizations and clinical professionals.
- **Quality management** – The individual focuses on ensuring every hire meets strict regulatory and patient safety standards, rather than just filling open roles.
- **Judgment** – The can make rapid, accurate decisions about a candidate's clinical fit, compliance, and soft skills despite incomplete information and tight hiring deadlines.
- **Planning/Organizing** – The individual designs structured talent funnels, managing complex compliance workflows, and proactively builds candidate pipelines.
- **Safety and Security** – The individual possesses specific competencies to identify and evaluate candidates for clinic security and safety roles.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments;



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- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Must have an associate's degree in human Resources/Communications/Marketing;
REQUIRED
- Must have two (2) years of experience in relevant field; **REQUIRED**
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e. RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:
 - Work is performed in an office environment with varying conditions of noise level, temperature, and illumination;
 - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
 - Work situations may be stressful and require irregular hours;
 - Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
 - Work is performed inside with exposure to unpredictable crisis situations;
 - Shift work may be required;
 - Extensive walking is required since interaction between all disciplines within the health care operations and management is required;



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- Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
 - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
 - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
 - The individual must regularly lift and/or move up to 40 pounds;
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
 - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov & Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____



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Employee Signature: _____ Date: _____