

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	<b>HUMAN RESOURCES Recruitment and Engagement Specialist</b>	Grade	<b>F</b>
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Department	<b>HUMAN RESOURCES</b>	Exempt	x
Immediate Supervisor	<b>Director of Human Resources</b>	Non-exempt	
Supervisor next in line	<b>CEO</b>		

**POSITION SUMMARY**

- The HR Recruitment and Engagement Specialist will focus on effective development and implementation of employee recruitment and engagement programs, committees, and initiatives at CMMC.
- This position will engage in conflict resolution, employee coaching, performance improvement, and other related tasks of this nature.
- This position will also perform global recruitment efforts including but not limited to advertising, applicant tracking, interviewing, and retention efforts.
- This position works at the direction of the Director of HR to implement employee engagement efforts across the facility.
- Collaborates with HR Generalist/Benefits Coordinator for effective employee record management, personnel files, and best practice for HR in a healthcare setting.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

Bachelor's degree preferred but not required – managerial experience in related field may be acceptable depending on the total qualifications of the applicant.  
Training and/or experience in Human Resources, employee relations, and/or professional development, strongly **preferred**.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Conduct employment, recruitment and transfer activities in compliance with Equal Employment Opportunity laws and guidelines and hospital policies and procedures.
- 2 Screen, refer and recommend qualified applicants and assists Managers/Supervisors in making good employment decisions.
- 3 Manage CMMC acquired housing program for employees joining CMMC team.
- 4 Implement robust recruitment efforts for all departments at CMMC – ensuring position advertisement and opportunities are being taken advantage of to optimize effective recruitment to CMMC. Advertises & posts positions in all applicable sites/locations.

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5	Determine salaries according to policy for new employees, and transfers outside of management, executive, and professional level positions.
6	Provides employee relation support to managers & employees. Works with HR Director when applicable.
7	Assists manager(s) in recruitment of CMMC positions.
8	Schedules interviews with applicant and manager. Serves as the main HR representative for interviews.
9	Maintains applicant documentation & interview follow up documentation; including rejection letters, position offers, etc.
7	Maintain employment/recruitment records and files (i.e., cost per hire, vacancy rate, open positions, length of time position open)
8	Assist with conflict resolution, performance improvement, and ongoing effective employee management.
9	Evaluate annual and onboarding educational programs and suggest /implement improvements as appropriate based on current best practice.
10	Lead employee engagement initiatives at the direction of the HR Director such as Employee Appreciation Committee, HOPE Fund committee, and others as deemed relevant.
11	Manage community education programs including student, volunteer, and internship opportunities – partnering with the appropriate entities to do so.
14	Promote positive attitudes to CMMC staff, keep open communications and serve as liaison and advocate for staff needs.
15	Assist management staff in following CMMC policies and procedures in areas of employment, recruitment, discipline and discharge.
16	Maintain and assure confidentiality in all CMMC functions according to established policies/procedures.
17	Review and suggest revisions and market personnel policies and procedures for all CMMC staff to the HR Director.
18	Verify and maintain familiarity with current Federal and State laws as they apply to personnel management.
19	In accordance with employee policies, maintain and distribute employee handbooks – suggesting necessary updates a.
20	In coordination with managers, approves and maintains CMMC tuition reimbursement program and any higher education/certification agreements for employees
21	Perform other duties as assigned

<b>Knowledge, Skills, Abilities:</b>
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**Decision making** and judgement are required in the areas of communication, budgeting, worker's compensation, unemployment cases and payroll/time & attendance.  
**Employee relations** to include screening, hiring, firing, discipline, counseling, interpretation and writing of policies, benefits contract negotiation, development of new programs and prioritization of job duties, and effectiveness directly impacts staff of CMMC.  
**Broad scope** of CMMC functions and interrelationships.  
**Concepts** of employee and public relations  
**Knowledge** of CMMC policies, practices, union activities, trends, wages, and benefits.  
**Strong** communication skills (written/oral).  
**Ability** to analyze all aspects and ramifications of given situations in terms of the overall function of CMMC as well as the individual's needs/views.  
**Ability** to work without supervision.  
**Assume** additional duties as needed.

**OCCUPATIONAL EXPOSURE** for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other</b> (Specify)	Extended periods in front of PC terminal

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date