

## **MISSION CITY COMMUNITY NETWORK, INC.**

**Position:** Healthcare Recruiter

**Location:** Mission Hills, CA

**Status:** Full-Time/Non-Exempt (40hrs/wk)

**Schedule:** Monday through Friday (some Saturday's, as deemed necessary by organizational need and supervisors' discretion)

\*willing to travel to MCCN Clinic locations, as deemed necessary

We are seeking a Highly Talented Recruiter who can energetically inspire and attract the best talent in the health care industry.

If you feel your uplifting personality is contagious and believe you can energize recruits of all education levels, we want you on the team!

Mission City Community Network (MCCN), a not-for-profit organization with multiple clinics operating as a Federally Qualified Health Center dedicated to serving low income and under-served families in the San Fernando Valley, San Gabriel Valley and Los Angeles and San Bernardino areas. MCCN is a full-service health care provider with primary care services for children, adolescents and adults.

### **Job Description**

We are currently seeking qualified candidates for a Recruiter position that will be located in our Mission Clinic. The Recruiter is responsible for partnering with the assigned hiring managers to forecast staffing needs, develop candidate pipelines, source, market, and attract talent to foster the mission of MCCN. The position will report to the Director of Human Resources. The Healthcare Recruiter will play a critical role in ensuring we are hiring the best possible talent and are aligned with industry best practices. The Recruiter will extend offers and participate in the onboarding activities. They will also Maintain excellent candidate and hiring manager relations. Generate status reports of recruitment activities.

### **Job Responsibilities:**

- Perform full cycle recruitment duties, from position requisition generation to extending a job offer.

- Develops strategy to acquire talent to assure vacancies are kept to facility specified levels, new and expanding programs are staffed for opening dates.
- Enter all data pertaining to candidate into our HRIS data base, SAGE
- Handle the Pre-employment process which includes background check, pre-employment physical, drug and alcohol screen.
- Use various cost effective sourcing strategies, such as internet job boards, networking, resume mining, social networking, cold calling, college/university recruiting and job fairs to attract a diverse pipeline of candidates.
- Ensure recruitment activity is updated in an accurate, compliant and timely manner within the Human Resource Information System.
- Work with hiring managers and interview teams to ensure job descriptions are current and candidates are assessed against appropriate criteria.
- Perform regular follow up with the respective hiring managers and candidates to ensure timeliness of the recruitment process.
- Create offers, review and participate in negotiation and re-negotiation of salaries in coordination with offer.
- Communicate with Director, of Human Resources on recruitment issues and solutions.
- Lead and collaborate on projects/reports related to ongoing company wide recruitment initiatives as required.
- Other duties as assigned.

## Qualifications

- High School Diploma or GED, required
- A Bachelor's degree in Human Resources or related discipline is **preferred**.
- HR Certification (PHR/SPHR or SHRM-CP/SCP) highly preferred.
- Minimum of 2-3 years verifiable and progressively more responsible experience as a Human Resource Recruiter in a non-profit healthcare environment preferred.
- Spanish bilingual is **preferred**.
- Ability to multi-task in a fast-paced changing environment
- Recruitment experience with demonstrated clinical, healthcare exposure a must.
- Excellent verbal and written communication skills and high level of interpersonal skills. Proficient in Microsoft Office/Excel/Outlook/Word, a must.
- Willing to travel as deemed necessary

Full-Time 40hrs/wk eligible for Benefits after Probationary Period of continuous employment.

**MCCN Benefits include but are not limited to:**

- 403B retirement plan (up to 5% employer match)
- Accrual of Sick Time
- Medical, Dental, Vision and Life coverage (Benefits take effect 1st of the month following the 60-day waiting period.)

After 90 days of employment

- Usage of Sick time accrual
- Holiday pay
- Bereavement pay (up to 3 days a year; blood family only)
- Jury Service pay (up to 5 days with proof of service)

After 6 months of employment

- Vacation time accrual (roll over)

To Apply: Please email your resume/CV and cover letter to HR Dept.

MCCN is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$21.00 - \$24.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday
- Overtime
- Weekends as needed

Education:

- Bachelor's (Preferred)

Experience:

- Healthcare Recruiting: 2 years (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: In person