

## **HR Talent Acquisition Manager**

The HR Talent Acquisition Manager occupies an active, customer-centered role with an organizational focus on continuous process improvement. The position requires sophisticated attention to detail and high-level interpersonal skills along with the ability to navigate sensitive and confidential situations.

### **Responsibilities include**

- Leads the Talent Acquisition team to build, implement, and manage effective, results-driven sourcing, recruiting and onboarding strategies.
- Managing direct reports in staff and provider recruiting. Recruitment efforts include: physicians, APC's and all staff, as well as locums and travelers that work in and for Confluence Health.
- Collaborates with senior leadership, physicians and hiring managers on workforce planning and strategic program development.
- Works with teams to develop standard work and the spread of standard work.
- Develops policies as needed and will spearhead communications from the Talent Acquisition team that impacts users.
- Works with the HR Director(s) to develop best practices around a variety of processes including: applicant tracking, behavioral based interviewing, HR dashboards and regional support.
- Sits on committees as assigned and represents the Talent Acquisition team with professionalism and expertise to our customers – employees, physicians, managers, and senior leadership.

### **Qualifications**

#### REQUIRED:

- Bachelor's Degree in Human Resources, Psychology, Organizational Leadership, Business or related field
- 4+ years of experience in Human Resources or Physician Relations
- Proficiency with the Microsoft Office suite
- Position will require certification in the Confluence Health Value System prior to 1/1/17

#### DESIRED:

- Lean Certified or Trained
- Familiarity with HR software including applicant tracking systems, and with background check services, internet recruitment and social networking
- PHR, SPHR (SHRM-CP/SCP) or CHHR certification
- Must live within Confluence Health service area