



Job Title: Senior Recruiter

Reports To: Director of Human Resources

Northpoint Recovery is a growing organization dedicated to providing a safe, therapeutic environment where those struggling with addiction can build a foundation for their recovery and gain a clear vision of hope. Northpoint provides a unique setting that provides affordable and effective alcohol and drug addiction treatment, with facilities located in Boise, Idaho and Seattle, Washington. Organizational values include humility, heart, inspiration and conviction. Our commitment to excellence means doing good for others and engaging in innovative empirical based treatment. In short, our mission is to help people get their lives back and show them respect and empathy in the process.

*Northpoint has an opening for a **Senior Recruiter** in to support both our multistate portfolio of facilities.*

POSITION SUMMARY: Northpoint is growing and we need an organized, creative, service oriented, self-sufficient team member with a proven track record of success in recruiting hard to fill positions. As a key member of the HR team, the Senior Recruiter is responsible for delivering all facets of the recruiting process to ensure Northpoint is paired with the candidates who will meet and fulfill the needs of our organization. This person will post jobs, proactively source, review resumes, and conduct thorough interviews to gauge the suitability of potential candidates for a variety of open positions in a healthcare setting. This will be achieved through the development of local and national recruiting plans, employing traditional sourcing strategies as well as developing new, creative recruiting ideas. The Senior Recruiter plays a critical role in ensuring we are hiring the best possible talent. This position serves as a consultant to management and site leadership on staffing and recruiting processes and assessing and anticipating hiring and HR-related needs.

ESSENTIAL RESPONSIBILITIES AND DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Create and implement recruiting strategies and specific process improvements to drive and improve time to fill and team productivity
- Understand Northpoint requirements and partner with the expanded HR team, and hiring managers, to prioritize activity
- Lead the creation of a recruiting and interviewing plan for each open position
- Full cycle recruitment; effectively and efficiently fill open positions
- Improve and build out the application tracking software (ADP), subject matter expert on the ATS, train managers on their role in the ATS system
- Post, source, screen, interview and place a wide range of positions as well as provide guidance to management on interview and selection responsibilities
- Develop a pool of qualified candidates in advance of need
- Recruit passive candidates by making connections with qualified individuals who are not actively applying for new employment using a variety of recruiting and social media tools
- Effectively communicate and develop effective working relationships with hiring managers and other staff to ensure clear communication regarding recruiting efforts
- Participate in external recruiting activities such as job fairs and industry recruiting and networking events
- Track KPIs relevant to the recruiting and hiring process to aid in continuous improvement and cost control
- Prepare and present offer letters, perform reference checks, and participate in the new hire onboarding process to assure an effective hand-off of new hires to the expanded HR team for efficient and organized onboarding activities
- Maintain accurate and compliant job descriptions for all positions

- Ensure all professionally licensed staff possess the applicable licenses, certifications, registrations, and/or experience to meet the required qualifications and job responsibilities for their role, in accordance with state and federal laws and regulations
- Assist in compensation research survey input and compilation of data for hiring decisions
- Ensure that established recruiting processes and best practices are consistently followed
- Assist with other HR duties as needed
- Adhere to all company policies and procedures
- Maintain confidentiality in accordance with established policies and procedures and standards of care
- Performs other related duties and special projects as assigned

QUALIFICATIONS/REQUIREMENTS FOR POSITION:

- Bachelor's Degree in Human Resources or equivalent experience
- PHR or SPHR certification preferred
- Minimum of 2 years' proven successful recruiting experience either in a corporate or agency setting
- Experience recruiting in a healthcare setting preferred
- Experience working with and providing prioritization and stellar communication to a remote/offsite team on a day-to-day basis
- Advanced understanding of talent acquisition trends and best practices
- Proven experience implementing effective recruiting processes and responsibilities
- Experience with a growing company with multiple entities and geographic locations preferred
- Must be willing to embrace the mission and actively support the unique culture and core values of Northpoint, and our work

PREFERRED KNOWLEDGE AND SKILLS:

- Possess a high sense of urgency and good judgment
- Demonstrated ability to handle highly confidential information appropriately
- Strong business acumen along with highly effective written and verbal communication skills
- Enthusiasm, passion for working with people, and an internal drive to execute on goals and deliverables
- High degree of professionalism, personal integrity, with a commitment to achieve personal and team success
- Excellent follow up skills and attention to detail
- Willingness to work in a fast paced and demanding environment and a strong desire to learn and excel
- Excellent critical thinking skills
- Social ease and a demonstrated ability to build relationships with a variety of different people and personality types
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to effectively prioritize workload in a fast-paced environment
- Proficiency with Microsoft Office Suite

SUPERVISORY RESPONSIBILITIES:

- None

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Job performed at a desk in front of a computer
- Requires heavy use of telephone, mouse and keyboard
- Exposure to emotionally impaired patients/clients is possible, though this position is not located in a treatment facility setting, and patient/client interaction will be infrequent
- Occasional travel required

CONDITIONS OF EMPLOYMENT:

- Completion of a tuberculin screening during first week of employment
- Completion of a pre-employment drug screening, post-accident and random for upon reasonable suspicion of use
- Completion of orientation and required paperwork prior to reporting to work
- Demonstrated computer literacy
- Completion of CPR/First Aid Training within first 90 days of employment
- Attendance at all mandatory staff development and training
- Completion of WATCH or Health & Welfare background check

This job description is not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with this job. It is meant to be an accurate reflection of the principal job elements essential for making fair pay decisions about jobs.

Employees with potential access to protected health information must comply with all procedures and guidelines governed by HIPAA.

Northpoint offers excellent compensation and benefits packages. Qualified applicants should submit resumes to jobs@northpointrecovery.com

Northpoint is an Equal Opportunity Employer. Northpoint is an At-Will employer. Employment may be terminated at any time by employee, or employer with or without notice.

EMPLOYEE VERIFICATION:

I have read the above job description and do hereby accept the condition of the position.

Employee Signature

Date

HR Signature

Date