

## Career Service Authority

### *Nurse Recruiter*

Revised Date

Revised By

Jean Canfield

FLSA Code

Exempt

Est. Date

09/16/95

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### ***General Statement of Duties***

Coordinates the recruitment activities of qualified nurse applicants and enhances the retention of nurses presently employed at the Department of Health and Hospital.

### ***Job Responsibilities and Knowledge, Skill, and Ability Requirements***

1. Develops and implements a marketing plan to recruit qualified nurses which includes participating in career days, open houses, schools and other activities to attract qualified employees.
  - *Knowledge of marketing strategies sufficient to be able to develop and utilize a plan for redialing qualified employees.*
2. Evaluates trends in recruitment and the job market to recommend recruitment strategies. Determines the most effective advertising to enhance attraction to specialized positions.
  - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
3. Visits colleges and universities which offer nursing programs and discusses hospital and public health nursing needs and trends regarding specialties, curricula, and internships with administrators and faculty.
  - *Knowledge a/professional nursing theory and practice sufficient to be able to interview and identify level and specialized nursing skills.*
4. Interviews and screen applicants to identify levels of nursing skills and specialties and provides information regarding the agency operation. Performs outreach to attract candidates to specialized programs such as the Nurse Intern and preceptor programs.
  - *Skill in interviewing techniques sufficient to be able to obtain pertinent data from others.*

- *Skill in communicating and presenting factual information related to the work assignment.*
  - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
5. Counsels nursing personnel in possible transfers or identifying positions that may be of more interest.
- *Skill in communicating and presenting factual information related to the work assignment.*
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
6. Develops and mails information regarding the nursing operation to outside applicants or interested population.
- *Knowledge of grammar, spelling, punctuation and sentence structure sufficient to be able to develop memoranda or reports.*
7. Conducts exit interviews with terminating employees, evaluating turnover and identifying retention problems from the data collected.
- *Skill in researching and analyzing information related to the work assignment.*
  - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
8. Assist in budget preparation and monitoring expenditures.
- *Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.*
9. Develops programs to improve the retention of professional nurses in the system.
- *Skill in developing and implementing policies and procedures relative to the work assignment.*
10. Analyzes nursing applications for specialty experience and identifies hospital areas that would be assigned appropriately.
- *Knowledge of medical terminology sufficient to be able to analyze employment positions and applicant qualifications.*

- *Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.*
11. Assists nurse management in identifying nurses that are more suitable for promotion into specialty areas.
- *Knowledge of medical terminology sufficient to be able to analyze employment positions and applicant qualifications.*
  - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
12. Analyzes individual nurse problems and assists in transfers.
- *Skill in interpreting, adapting, and applying appropriate written guidelines, precedents, and standardized work practices to a variety of problematic situations.*
  - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
  - *Skill in exercising initiative. Judgment, and decision making in solving problems and meeting organizational objectives.*
  - *Skill in communicating and presenting factual information related to the work assignment.*
  - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
13. Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.
- *Knowledge of the techniques, practices, and materials the assigned area sufficient to be able to conduct the appropriate tests.*
  - *Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.*
14. Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.
- *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*

- *Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information*

15. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

No supervisory responsibility.

### **Guidance and Decision Making**

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline in order to interpret precedents, adapt standard practices differing situations and to recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents are discussed with the supervisor before being initiated. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

### **Interpersonal Communications**

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented.

### **Physical Demands**

Fingering: Picking, pinching or otherwise working with fingers  
Hearing: Perceiving the nature of sounds by the ear  
Sitting: Remaining in normal seated position  
Talking: Expressing or exchanging ideas by means of spoken words

### **Physical Strength**

Lifting: Raising or lowering an object up to 10 pounds.

### **Vision Requirements**

Near Acuity: Ability to see clearly at 20 inches or less.

### **Mental Demands**

Mathematical Reasoning  
Oral Comprehension  
Written Comprehension

<b>Working Conditions</b>	Occasional pressure due to multiple calls and inquiries Subject to many interruptions
<b>Minimum Education</b>	Completion of a Nursing education program which satisfies the licensing requirement of the Colorado State Board of Nursing.
<b>Minimum Experience</b>	One year of professional nursing experience.
<b>Equivalency</b>	Additional education beyond the minimum requirement may be substituted for the minimum experience requirement
<b>Licensure and Certification</b>	All positions require current CPR certification by the end of the probationary period. Possession of a Colorado Registered Nurse license or permit at time of appointment with permit to be used only until a decision on licensure is made.