



Position Title: Physician Recruiter
Position Status: Full-Time
Posting No.: 24-215
Hourly Rate: \$33.47 to \$41.95 per hour (under review)
Posting Date: October 10, 2024
Closing Date: October 31, 2024

About the Position

Norfolk General Hospital (NGH) is seeking a full-time Physician Recruiter. Reporting to the President and CEO, the Physician Recruiter will design and implement physician recruitment and retention strategy for Norfolk General Hospital. The incumbent will work closely and collaboratively with President and CEO, Chief of Staff and Clinical Chiefs, acting on the medical staffing plan, and will be responsible for the full cycle of recruitment practices. The role will act as the central point of contact during each recruitment effort, professionally representing the NGH brand at all times and ensuring candidates have an optimal experience. The role also has oversight for overseeing the Hospital-owned housing located in Simcoe, Ontario. The role is also responsible for completion and distribution of Hospitalist schedules for in-patient units.

Responsibilities:

- Identify and supports sourcing initiatives for physician candidates through a variety of resources, including but not limited to, job board postings, e-mail and direct mail campaigns, relationship development with professional organizations, conferences, associations, and residency/fellowship programs, agency vendors; referrals; cold calls, etc.
- Develop recruitment and sourcing strategies for maximum exposure to qualified candidates.
- Create schedules for medical students and residents who are completing rotations in the Emergency Department.
- Oversee McMaster University's Family Medicine Residency Program.
- Collaborate with the Executive Assistant to the Chief of Staff regarding application packages and the credentialing process.
- Arrange interviews and oversee site visits, social activities and follow-up contact for physician prospects.
- Manage operating budget, maintain expenditures and control and assist with cash flow projections.
- Track and input teaching hours into McMaster Medsis program for emergency physician training reimbursement.
- Source and negotiate leases and rates with non-Hospital owned accommodations, and coordinate with finance for payment
- Attend educational and professional development seminars and conferences in order to stay current.
- Attend job fairs and physician recruitment opportunity events
- Work with CDO's at ROMP, PAIRO medical schools.
- Collaborate, cooperate and maintain liaison with local, regional and provincial organizations of a similar nature.
- Maintain up-to-date file base of contacts, as well as prepares and mails promotional packages
- Schedule and monitor accommodations; coordinate repairs and upgrades regarding Hospital-owned accommodations with maintenance.
- Post and source candidates for West Haldimand General Hospitals' emergency, inpatient, surgical and anesthesia departments
- Arrange placements for medical students and residents at West Haldimand General Hospital.

Skills and Qualifications:

- Post-secondary education in a related field.
- Minimum five (5) years recruitment experience required; dedicated physician or advanced practice provider recruitment experience strongly preferred.
- Prior management experience in a healthcare or talent acquisition setting strongly preferred.
- Ability to relate to physicians and community leaders.
- Excellent organizational and time management skills to prioritize duties.
- Ability to work accurately and efficiently in a fast-paced environment.
- Demonstrated ability to work independently or in a group.
- Proven communication and interpersonal skills with the ability to engage with all levels within the organization in a professional manner.
- Demonstrated management and leadership skills.
- Flexibility in working hours.
- Demonstrated ability to build and maintain strong relationships with internal and external clients.
- High energy level with flexibility in work habits to meet changing deadlines and accommodate candidate and business needs.
- Self-driven and motivated with the ability to successfully meet established goals and/or deadlines with limited supervision.
- Strong computer technology skills including, but not limited to, Microsoft Outlook, Microsoft Word, Excel and PowerPoint.
- Travel is required, Valid driver's license required and means of transportation.
- Strong organization and time management skills with ability to manage multiple priorities and meet tight deadlines
- Ability to think creatively and outside the box
- Uphold the mission and values of NGH in all aspects of your role and activities.

About Us

Located in Simcoe, Ontario, **Norfolk General Hospital** provides exceptional healthcare to a municipality of approximately 64,000 people. Our area of focus provides a continuum of service throughout the life span of the people we serve including Emergency, Critical Care, Obstetrics, Medicine, Surgery, and Complex Continuing Care. Employing approximately 550 highly skilled and dedicated employees, Norfolk General Hospital is a full service, 106-bed hospital with 24/7 on-call coverage of Specialists in Surgery, Anesthesia, Internal Medicine, and Obstetrics as well as on-site 24-hour per day medical coverage.

The **Norfolk Hospital Nursing Home** is a 110 bed, publicly owned, non-profit facility opened in 1975. A member of the OANHSS, NHHN is fully accredited by Accreditation Canada and operated under the direction of a 10-member community Board of Trustees.

How to Apply

Interested applicants are invited to submit a cover letter and updated resume referring to the posting number 24-215 to the Human Resources Department at nghhr@ngh.on.ca by 1:00 pm EST, October 31, 2024.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital provides accommodations for applicants with disabilities, upon request.

Norfolk General Hospital thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.