

Human Resources Coordinator

InSight Telepsychiatry – Talent Department

Position Summary

InSight Telepsychiatry is seeking a human resources coordinator to work with the talent department in Marlton, NJ and connect regularly to a national team of colleagues. This fast-paced position is an excellent opportunity for an accountable and action-oriented individual who has an interest in telemedicine, behavioral health or human resources. The human resources coordinator will be primarily responsible for onboarding and tracking new administrative hires in addition to supporting InSight's provider recruitment efforts. Onboarding new administrative hires includes filing accurate and complete paperwork, arranging orientations and training program registration, tracking new hire probationary periods and administering and coordinating employee recognition programs. This position will also assist in provider recruitment by sourcing candidates, creating profiles in databases, scheduling interviews and distributing new hire welcome packages. This position reports to the talent manager.

Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to increase access to quality behavioral health care through telehealth. InSight's behavioral health providers bring care into any setting on an on-demand or scheduled basis. With over 18 years of telepsychiatry experience and an active footprint in telepsychiatry-related advocacy, InSight is recognized as an industry thought-leader. InSight is the telemedicine arm of the CFG Health Network, a behavioral health organization that delivers onsite services across the spectrum of care. These roots in onsite care influence InSight's approach to appropriate, quality services delivered through telehealth. www.InSightTelepsychiatry.com

Job Responsibilities

Administrative Onboarding

- Onboard new administrative hires
- File new hire paperwork and other employee related documents, ensuring accuracy and proper distribution
- Schedule employee onboarding activities, including but not limited to arranging orientations, meetings with internal team members and training program registration
- Track probationary period for new staff; assist managers in scheduling 90-day reviews
- Produce, monitor and submit reports on general HR activity
- Administer and coordinate employee recognition programs
- Support operations with payroll processes as appropriate
- Oversee the InSight internship program
- Assist with reviewing, processing and initial screening interviews of administrative hires when needed
- All other duties as assigned

Provider Recruitment Support

- Support InSight's provider recruitment process by sourcing candidates, scheduling interviews, conducting reference checks and other activities
- Create provider profiles in databases and associate with corresponding jobs or tasks
- Produce, monitor and submit reports from a database to track a provider's progress and update profiles
- Collect provider information and enter it into an onboarding database for credentialing purposes
- Create and ship new hire welcome packages
- Support operations with payroll processes as appropriate
- Other duties as assigned

Job Requirements

- Bachelor's degree
- Two years of human resources experience in a team environment
- Broad knowledge of human resources functions and principles
- Ability to maintain highest standards of confidentiality and professionalism
- Ability to manage multiple, competing priorities
- Independent worker and team player
- Excellent verbal and written communication

Ideal Candidate

- Experience in sourcing candidates Proficient with Microsoft Office Suite (Word, PowerPoint and Excel), Outlook Calendaring
- Proficient with HR applications (HRIS, applicant tracking, performance management)
- Strong customer service orientation and problem-solving skills
- Maintains a positive attitude in all situations
- Thrives in a fast-paced environment
- Flexible, persistent and resilient
- Detail and process oriented

Logistics

- Full-time position available September 2017
- Position based in Marlton, NJ
- Reports to talent manager

To apply, please send your resume and a customized cover letter to sshafer@in-sight.net.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE M/V/F/D