

Talent Acquisition Specialist

InSight Telepsychiatry – Talent Department

Position Summary

InSight Telepsychiatry is seeking a talent acquisition specialist to work remotely with the InSight and Inpathy teams in Marlton, NJ and connect regularly to a national team of colleagues. This fast-paced position is an excellent opportunity for an entrepreneurially minded individual who has interest in telemedicine, behavioral health or coordination of care. The position will manage the full-cycle recruiting efforts for the administrative needs of the organization while collaborating with the talent acquisition leadership and InSight Telepsychiatry hiring managers, to establish the most effective and efficient recruitment strategies for identifying, engaging, assessing and hiring talent. The talent acquisition specialist will report to the talent manager.

Organizational 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

Sourcing

- Identify and build relationships with professional and talented staff, management and executive-level candidates
- Use internal resources, networking and social media sources to match the talents of candidates with open positions
- Source, identify and develop candidate pipeline through multiple channels including mining online resources and social media venues
 - o Sources include, but are not limited to: external job boards and professional associations, social/professional networking sites, internal applicant tracking system, print media, etc.
- Evaluate the profiles of potential candidates and perform preliminary screening and assessments based upon qualifications for each position
- Proactively conduct research and investigate innovative ways to identify new candidates
- Build and maintain proactive relationships with potential candidate sources and candidates and create a pipeline of talent
- Establish and maintain a solid working relationship with schools, colleges and universities for assigned areas of responsibility to ensure a collaborative relationship in providing a candidate pipeline
- Assist in sourcing and recruiting licensed behavioral health professionals as needed
- Other duties, as required

Recruitment

- Partner with hiring managers to develop job descriptions profiles, sourcing and recruitment plans for each open position
- Manage candidates through a standardized process from beginning to end
- Maintain active communication with all candidates
- Provide regular updates to hiring managers and make revisions to plans as needed to deliver timely, quality results
- Other duties, as required

Onboarding

- Own the onboarding process for the selected candidates from performing initial screenings through to the enrollment in new employee orientation
- Resolve any issues and barriers associated with facilitating the onboarding for new employees
- Work with hiring managers to assess the skill set of new hires and help develop a training plan
- Other duties, as required

Customer Service and Candidate Experience

- Responsible to provide exceptional customer service to all constituents including the hiring managers and peers within entire talent management team
- Coordinate interviews between hiring managers and candidates
- Facilitate an exceptional candidate experience
- Provide guidance and serve as a resource and mentor to talent consultants and HR support staff specialists
- Other duties, as required

Job Requirements

- Bachelor's degree and a minimum of five years of full cycle recruiting experience
- Demonstrated successful past experience with full life cycle recruitment of assigned open roles from candidate sourcing to closing
- Prior experience in a healthcare staffing agency strongly preferred
 - o Must be able to source and screen passive talent in highly competitive markets
- Effectively utilize targeted cold-call telephone and email campaigns
- Manage the hiring process from job requisition through the interview process and to a successful hire
- Draft and edit job descriptions for vacancies
- Demonstrate high energy and desire to succeed, proven ability to take initiative, influence, negotiate and build strong, productive relationships with all levels of management
- Excellent verbal and written communication skills with ability to interact effectively with individuals at all levels, both internally and externally
- Apply strong technical aptitude to work efficiently
- Independence and strong sense of urgency to get things done by developing and implementing realistic action plans
- Be able to exhibit sound and accurate judgment
- Ensure compliance in the recruiting and hiring process with federal laws and regulations, including AAP, EEO and OFCCP

- Basic knowledge of state and federal employment laws is a plus with some experience in handling light employee relations issues is a plus
- Comfortable working with a remote team

Technical Skills

- Applicant Tracking System experience required
 - o iCIMS preferred
- Microsoft Suite experience required, including mastery of Outlook calendar scheduling
- Experience utilizing different recruiting sources such as LinkedIn, Indeed, Facebook, Twitter and Internet Search Engines

Ideal Candidate

- Located in the greater Philadelphia area with consistent access to headquarters in Marlton, NJ
 - o Minimally located in the northeast corridor between Baltimore and New York
 - If remote, at least two years of proven results in working remotely from home
- Five to 10 years of experience in healthcare recruitment
 - o Direct experience recruiting in the healthcare or behavioral healthcare industry
 - o Direct experience working with professionals from staff to C-Suite level
- Strong business acumen skills – innate ability to identify, evaluate and prioritize needs
- Hardworking, detail oriented, precise and very organized with strong ability to multi-task and problem solve in a demanding environment
- Outgoing personality

Logistics

- Position available September 2017
- Position based in Marlton, NJ – remote work options available
- 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