

# Provider Recruiter

InSight Telepsychiatry – Recruitment

## Position Summary

InSight Telepsychiatry is seeking a provider recruiter to work with the Talent department to regularly collaborate with a national team of colleagues. This position is largely responsible for sourcing candidates via various medias to create a strong pipeline of behavioral healthcare providers. The recruiter will source for both active and passive candidates for current and future telepsychiatry opportunities throughout the United States. The recruiter will use a variety of resources to find psychiatrists and psychiatric nurse practitioners and other licensed behavioral healthcare professionals. The recruiter will also educate candidates about the benefits of practicing telepsychiatry while moving them through a structured recruitment and vetting process. This role will work closely with a lead provider recruiter and will work in partnership with our marketing team to generate leads. The role will also collaborate closely with InSight's operations and sales team to understand the unique needs of our partners and identify the best candidates for each program. A successful candidate will be looking to grow professionally and maintain a long-term relationship with increased responsibility and development within the organization. This fast-paced position is an excellent opportunity for an entrepreneurially minded individual who has interests in telemedicine, behavioral health or high-level recruitment.

## Organization Overview

InSight is the leading national telepsychiatry service provider organization with a mission to transform access to quality behavioral health care through innovative applications of technology. InSight has two decades of experience with telepsychiatry and serves hundreds of organizations across the country with its on-demand, scheduled, connected services and Inpathy divisions. InSight is uniquely positioned to offer scalable telepsychiatry services in settings across the continuum of care. InSight has a diverse provider team, a robust internal infrastructure and a history of adapting its programs to fit the needs of a variety of different settings and populations.

[www.InSightTelepsychiatry.com](http://www.InSightTelepsychiatry.com)

## Job Responsibilities

- Administer day-to-day operations to execute InSight's targeted sourcing plan
- Provide regular reporting on sourcing and outreach efforts.
- Build and maintain relationships with telepsychiatry candidates and psychiatric residency and training programs
  - May include up to several hundred prospects and up to 100 active candidates
- Screen candidates and evaluate their needs and align candidates toward the best opportunities within our organization
- Schedule and track administrative and clinical interviews with leadership
- Support the hiring of candidates by conducting basic background checks, reviewing references, preparing offer letters and extending invitations to join the practice
- Monitor individual and collective progression of candidate pipeline through the hiring process
- Record all provider-related information into a database, including but not limited to:
  - Status in hiring stage
  - Administrative and clinical interviews
  - Candidate profile
- Transition hired candidates to team members who will begin the onboarding process

- Concisely convey candidate profile and status in hiring stage to colleagues using database reports and follow up with each lead
- Proactively identify, network and contact active and passive job seekers through the following avenues
  - Attend three to five national conferences or recruiting events per year
  - Psychiatric residency and training programs
  - internet searches, using Boolean or keywords
  - physician and nursing job boards,
  - email blasts, cold calling and various ad campaigns
- Meet weekly with business development and operational leaders to understand current priorities, regularly adjust priorities for recruitment and develop creative recruiting campaigns
- Continually seek and suggest improvements in process and messaging to facilitate ongoing success
- Other duties as assigned

### Job Requirements

- Bachelor's degree in business administration, human resources, or a recruiting-related field
- Minimum one year of sourcing or recruitment experience
- Exceptional written and verbal communication skills to always maintain professionalism with candidates and colleagues
- Proactive, independent worker, requiring minimal supervision
- Organization and time management skills
- Comfort working with a remote team
- Consistently friendly, personable and professional demeanor
- Mastery of Microsoft Outlook
- Proficient use of databases for applicant tracking

### Ideal Candidate

- Experience sourcing medical staff
- Knowledge of Salesforce
- Experience with telehealth or psychiatry recruitment
- Dynamic thinker who balances flexibility with structure to continually fill positions that are not based on specific requisitions
- A mix of tactical practicality with a strategic mindset to fulfill near term requirements while setting plans and goals for the future
- A non-traditional recruiter who thrives on flexibility and creativity
- A passion for making a difference in the healthcare landscape

### Logistics

- Position available immediately
- Position based in Marlton, NJ or Lynchburg, VA - remote candidates will also be considered
- Opportunity for telework/ flexible schedule options
- Reports to Talent Manager

To apply, please send your resume and a customized cover letter to [jnapoli@in-sight.net](mailto:jnapoli@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*