

RECRUITING COORDINATOR

InSight + Regroup – Recruitment

Organization Overview

InSight + Regroup is the leading and largest telepsychiatry service provider in the US with a mission to transform access to quality behavioral health care. InSight + Regroup serves hundreds of organizations and individuals in various settings across the continuum of care with its on-demand, scheduled services and direct-to-consumer (Inpathy) divisions. Given its size, diversity of services and extensive experience and expertise, InSight + Regroup is uniquely positioned to enable scalable telepsychiatry programs across the care continuum. As an industry thought leader, InSight + Regroup has helped shape the field, define the standard of care and advocate for improved telepsychiatry-friendly regulations. To learn more, visit www.InSightTelepsychiatry.com and www.RegroupTelehealth.com.

Position Summary

This fast-paced position is an excellent opportunity for an entrepreneurially minded individual who has interest in behavioral health, telemedicine and customer service. This position is largely responsible for overseeing a wide variety of administrative and organizational tasks related to clinician recruitment including, but not limited to, assisting with the hiring process from start to finish.

Job Responsibilities

- Source/evaluate candidate resumes and assign to appropriate recruiter
- Manage the Applicant Tracking System (ATS) by managing all clinical interviews, updating pertinent information, and informing recruiter of results
- Add candidates and post open positions to various websites such as Indeed
- Send direct sourcing emails through ATS and PracticeMatch
- Perform data entry such as updating requisition titles and closing requisitions
- Run various KPI reports from ATS and update recruitment metrics monthly for various departments
- Respond to data requests from other teams within the organization and report on data with support of clinical recruitment leadership
- Create and export clinical interview surveys
- Stay up to date with current recruiting methods
- All other duties as assigned

Job Requirements

- Bachelor's degree preferred
- 1-2 years of applicable experience as a recruiting coordinator
- Strong customer service experience
- Ability to articulate and model the organization's values, and ensure the culture is steadily moving in the right direction
- Exceptional written and verbal communication skills

- Superb organizational, time management and problem-solving skills
- Ability to prioritize and complete projects within deadline
- Solid knowledge of recruitment policies and best practices
- Familiarity with HR databases, applicant tracking systems and candidate management systems
- Ability to use psychometric tests and other assessment tools
- Familiarity with social media, especially LinkedIn and Indeed
- Comfortable working with a remote team
- Independent worker
- Ability to multitask

Logistics

- Position based in Chicago, IL or remote
- Full-time employment
- Reports to the Director of Clinician Recruitment
- FLSA Status: Non-Exempt, hourly

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