

Job Code:	10645
Job Title:	SPEC-SKILLBRIDGE
FLSA:	Exempt
Reports To:	Director
Date Revised:	08/24/2022

## JOB SUMMARY

The SkillBridge Specialist is responsible for designing, planning, and supporting military SkillBridge candidates through the recruitment and onboarding cycle while providing the highest level of recruitment and consultation services to other TA recruiters and hiring managers. This position will advance the organization as an employer of choice while guiding hiring managers and military candidates through the selection, interviewing and hiring process. This position will use validated assessment tools and behavioral based interviewing to select pre-qualified top tier post-military candidates. This position will display excellent communication and relationship building skills to develop a valued rapport with hiring managers, candidates, military partnership staff, HR team members and the community at-large. This position will utilize standard recruitment metrics to measure successes and identify areas of opportunity while aligning with the organizational goals.

## JOB RESPONSIBILITIES

These are essential job responsibilities and should be listed in descending order of importance i.e. most important is first.

## ESSENTIAL FUNCTIONS

% Time	Description
	<p>Successfully designs and supports a robust SkillBridge process linking qualified military candidates to employment opportunities at HonorHealth. This includes working with Marketing to create/maintain a Skillbridge website to link with DoD site, become the liaison between the military candidate and their civilian hiring manager, assisting hiring managers in converting job descriptions to the DoD format.</p> <p>Must be self-directed and able to develop this platform; then educate fellow recruiters and hiring managers in navigating this population of top-notch candidates.</p> <p>Becomes the point of contact for military personnel separating from the military and seeking SkillBridge or other employment opportunities. Effectively manages the components of the recruitment lifecycle. Ensures accuracy of job postings of all areas and fields.</p> <p>Collaborates and supports local, state and federal coalitions and partners focused on military transition and veteran programs.</p> <p>Extends offers of SkillBridge internships to selected candidates in collaboration with the hiring managers.</p> <p>Manages permanent employment opportunities when SkillBridge commitment is complete, at the discretion of the hiring manager, according to all policies and procedures for processing new hires before and after job offer is made, including determining years of experience, base dates and salary quotes.</p> <ul style="list-style-type: none"> <li>Initiates consistent and timely follow-up with candidates and hiring managers. Engages with applicants and candidates through effective communication focusing on respect, courtesy and clarity. Works collaboratively with TA Coordinator to manage and coordinate post-offer communication with candidates through the offer and on-boarding process.</li> </ul> <p>Develops and maintains strong working relationships with hiring managers, area vice presidents, candidates and other team members to create a partnership that yields success, predictable results and credibility while supporting the organization's strategic goals. Participates in hiring manager department meetings to develop a thorough understanding of the department culture and practices to help candidates fully understand the opportunity.</p> <p>Partners with leadership to develop recruitment strategies for strategic positions and departmental staffing needs based on intake and consultation with hiring managers. Participates in job fairs and recruitment events as needed.</p> <p>Participates in department and service-line workforce planning. Responsible for analyzing, collecting and presenting recruitment data based on department procedure. Able to communicate staffing trends to departments and utilization of trend data in staffing plans.</p> <p>Ensures accurate and complete records. Maintain accurate and well-ordered documentation on all candidates, searches, hiring managers interactions, and other recruiting activities to ensure a safe and thorough audit if required.</p>

The above job responsibilities describe the general nature and level of work to be performed. It does not restrict management's right to assign or re-assign duties at any time.

## JOB QUALIFICATIONS

### EDUCATION

Education Level	Education Details	
Bachelor's Degree or 4 years' work related experience	Military medicine	Required

### EXPERIENCE

	Experience Details	
4 years	Military medical experience	Required

**EXPERIENCE**

Experience Details		
4 years	Human Resources Management or other related field	Preferred
3 years	Recruiter experience in healthcare industry	Preferred
Other	Knowledge and experience utilizing structured candidate assessment methodologies such as behavioral based interviews for candidate selection.	Preferred

**CERTIFICATIONS/LICENSURE/ETC.**

Licenses/Certification		Time Frame	
	Medical Related licensures or certifications		Preferred
	HR Related certifications such as PHR, SPHR, SHRM-CP, CHCR		Preferred

**\* It is expected that all certifications, licenses, etc. are renewed by the expiration date to remain compliant.**

**LEVELING GUIDE****SKILLS****Vision Requirements:**

Visual acuity of at least 20/40 or better

**Physical Job Requirements:**

Light physical effort (lift, carry, push, pull up to 10 lbs)  
 Manual dexterity and mobility  
 Reaching, stooping, bending, kneeling, squatting  
 Sedentary position/work  
 Standing/walking  
 Ability to hear adequately to decipher spoken word, sounds, alarms, etc.

**Potential Environmental Conditions:**

May be exposed to variations in temperature from hot to cold

**Working Conditions:**

Subject to interruptions

**Required Protective Equipment:**

As required by department policies and procedures

**Other Skills:**

Microsoft Office including Word, Outlook and Excel  
 Must be able to communicate effectively through oral and writing presentations  
 Must demonstrate ability to act independently upon information and make decisions that achieve optimal results  
 Ability to multi-task, manage multiple projects and meet/exceed deadlines as set  
 This position must display excellent communication and relationship building skills to develop a valued rapport with hiring managers, candidates, HR team members and the community at-large  
 Knowledge and experience utilizing structured candidate assessment methodologies such as behavioral based interviews for candidate selection.

**Area of Responsibility:**

Description

**Level of Responsibility:**

Description

**Physical Demands from Converted Job Description**

Description

## Working Conditions from Converted Job Description

### Description

*Complies with all federal, state, and local laws, regulatory requirements, professional association and state licensure codes of ethical conduct. Follows all HonorHealth policies and procedures. Adheres to HonorHealth's Code of Conduct, the Ethics & Compliance Program and ethical clinical and business practices. Participates in and completes all ethics and compliance-related training. Reports concerns of non-compliance including anonymous reporting, if desired, and will not retaliate against others who have reported concerns in good faith.*