

Berks Counseling Center – Job Description

Position Title:	RECRUITMENT & CREDENTIALING SPECIALIST		
Department:	HUMAN RESOURCES	FLSA Status:	EXEMPT
Accountability:	HUMAN RESOURCES DIRECTOR	Status:	FULL-TIME
Primary Location:	BCC	Creation Date/Revision Date:	JAN 2018

General Summary

The Recruitment & Credentialing Specialist helps recruit and onboard qualifying candidates, and credential and re-credentialing providers. Assists the Human Resources Director in facilitating specialized HR functions to meet department specific and organizational goals. Provides administrative assistance and helps support BCC's HR department.

Minimum Qualifications

Associates Degree or certification in Human Resources, Business or related field, or working towards degree or certification in Human Resources, Business or related field with 2-4 years of general human resources or administrative support experience. PHR or SHRM-CP certification preferred.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Knowledge of HR functions and federal, state and local employment related laws.
 - Knowledge of BCC services, policies, and procedures.
 - Skill in Microsoft Office and Microsoft Outlook.
 - Skill in managing competing priorities.
 - Skill in problem solving and conflict resolution including identification of the problem or conflict.
 - Skill in oral and written communication.
 - Ability to communicate professionally with coworkers, clients and vendors.
 - Ability to take initiative on tasks as needed.
 - Ability to work independently and meet established goals.
 - Ability to multi-task and prioritize duties.
 - Ability to follow written and oral instructions.
 - Ability to organize daily activities of self and others and to work as a team player.
 - Ability to maintain strict confidentiality and abide by HIPAA regulations.
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Essential Job Functions

1. Posts, tracks, measures and reports on all open positions, placing focus on time to fill requirements.
2. Meets with hiring manager to determine specific needs in an effort to properly identify candidates.
3. Conducts initial applicant screening by reviewing and assessing applications, resumes and letters of interest; determining if candidate meets minimum requirements; conducting initial phone screenings; and completing reference checks.

4. Coordinates and schedules interviews.
5. Coordinates with hiring managers on selection of qualified applicants.
6. Processes and completes all New Hire paperwork and coordinates initial employee set-up (i.e. system access, workstation, phone, personnel file, etc.).
7. Coordinates and helps to conduct new hire orientation and onboarding.
8. Participates in on-site and off-site job fairs, college recruitment functions, etc.
9. Processes all clearances and credentials upon hire and on an ongoing basis. .
10. Completes provider credentialing and re-credentialing applications.
11. Ongoing tracking and follow-up with employees and contractors on renewal of clearances and credentials.
12. Research and solve all credentialing and re-credentialing issues in a timely manner.
13. Maintains all recruiting and credentialing files and reports.
14. Communicates effectively and professionally with internal and external customers.
15. Ensures confidentiality of all records and information whether received orally, as in telephone conferences, as well as by electronic and hard-copy transmission, or by any other method including information generated, information that employees provide, and information that is discussed and disseminated in the HR office and Administrative area.
16. Performs others related duties and responsibilities as assigned.

Physical Requirements

- SEEING: Must be able to see well enough to read reports and use computer. Must be able to see well enough to drive an agency vehicle.
- HEARING: Must be able to hear well enough to communicate to clients, vendors and coworkers. Must be able to hear well enough to drive an agency vehicle.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community.
- LIFTING: Must be able to lift up to 25 pounds.
- OTHER: Must be able to write, type and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

RECRUITMENT & CREDENTIALING SPECIALIST – Signature / Date

HUMAN RESOURCES DIRECTOR – Signature / Date

PRINTED NAME

PRINTED NAME