

Physician / Provider Recruiter for Primary Care Practices (HYBRID)

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Company: Duke Health

Location: Durham

Category: business-and-financial-operations

Physician / Provider Recruiter for Primary Care Practices (HYBRID)

Work Arrangement: Hybrid (On-Site and Remote mix) Requisition Number: 242302 Regular or Temporary: Regular Location:

Durham, NC, US, 27710

Personnel Area: DUKE PRIMARY CARE Date: Apr 25, 2024

At Duke Health, we're driven by a commitment to compassionate care that changes the lives of patients, their loved ones, and the greater community. No matter where your talents lie, join us and discover how we can advance health together.

About Duke Primary Care

Pursue your passion for caring with Duke Primary Care, which offers family, adolescent, and internal medicine services as well as urgent, general pediatric, and virtual care at nearly 50 clinic locations across central North Carolina.

Physician/Provider Recruiter for Duke Primary Care

JOB LOCATION - Hybrid position: Work from home and work onsite at assigned Duke Primary Care clinics.

JOB SUMMARY

Manage the provider recruitment, contracting, and serve as a liaison in the on-boarding of Physicians, Physician Assistants, and Nurse Practitioners within Duke Primary Care (DPC) which is comprised of more than 40 practices inclusive of Family Medicine, Internal Medicine, Internal Medicine-Pediatrics, Pediatrics, and Urgent Care. Position reports to the Manager of Provider & Physician Recruitment for Duke Primary Care and will assist in creating and

establishing a recruitment plan and strategy for the DPC network. Work in partnership with the AVP of Operations, Regional Medical Directors, Regional Directors, Practice Medical Directors, and Health Center Administrators for DPC to meet provider staffing needs. Must be able to apply skills and programmatic knowledge to independently solve complex recruitment opportunities. Position will require some travel to conferences and recruiter must have the ability to travel between practice site locations. Work may require occasional evenings & weekends.

JOB RESPONSIBILITIES and DUTIES

Work with DPC Regional Medical Directors regarding provider recruitment needs and determining scope of timeline.

Participate in the development and execution of DPC recruitment strategies and work plan to achieve planned growth.

Must be able to create and extend employment job offers to prospective providers and have clear understand of employment terms.

Conduct SWOT analysis of assigned geographic territory and articulate details to prospective candidates.

Manage all provider recruitment activities and processes for DPC as it relates to screening, sourcing, and interviewing candidates.

Oversee the coordination of itineraries for candidates which include flight, hotel, and transportation accommodations. Facilitate interviews with Regional Medical Directors and Administrators of DPC.

Ensure all providers are tracked and entered into applicant tracking database.

Participate in the design and enhancement of provider recruitment and on-boarding processes including the development of policies, forms, and resources for DPC.

Serve as a liaison in the credentialing, on-boarding, and integration of providers into the DPC network.

Develop, implement and maintain recruitment related metrics and reports.

Follow up with candidates throughout recruiting process, including offer, negotiations, contract

signing, and orientation.

Maintain working liaison relationship with all levels of DPC administration to facilitate recruitment needs and provide directives on how to resolve staffing challenges.

Serve as an information resource regarding provider recruitment trends with family medicine, internal medicine, pediatrics, and urgent care as it relates to staffing and compensation both locally and nationally to DPC leadership.

Perform other related duties incidental to the work described therein.

JOB ELIGIBILITY REQUIREMENTS

Education

Bachelor's degree in a business-related field such as Human Resources, Marketing or Business Administration required.

Certification

CPRP through AAPPR preferred ; CMSR through AAMM optional

Experience

4 years healthcare recruitment experience, preferably in a health system or hospital or large practice setting

1+ year physician/provider recruitment experience in a health system, hospital or large physician practice setting is strongly preferred.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION, CERTIFICATION and EXPERIENCE

Other

Must be willing and able to work from and travel between various work sites including having access to a reliable transportation.

Knowledge, Skills, and Abilities:

Considerable knowledge of hospitals and the healthcare industry in general.

Considerable knowledge of various provider types to include the education, certification and licensing requirements.

Considerable knowledge of physician recruitment regulations and legal hiring practices.

Considerable knowledge of and experience with applicant tracking systems.

General knowledge physician/provider compensation and pay practices.

General knowledge of credentialing and privileging requirements for providers.

General knowledge of and experience with marketing jobs and development of promotional materials.

Ability to efficiently function in an environment with differing processes, policies, and procedures and differentiate and adapt when institutional practices and processes are inconsistent across the health system.

Ability to function in a demanding and stressful environment.

Ability to thrive under pressure, especially as it applies to high volume recruitment.

Experience developing metrics and maintaining reports related to recruitment and retention.

Ability to develop action plans based on trends and findings.

Experience with data processing software and relational database systems for data retrieval, analysis and reporting.

Excellent interpersonal, as well as written and verbal communication skills to interact with a variety of personalities at all levels of the organization to include use of grammatically correct English.

Ability to speak in public and make presentations.

Ability to grasp key highlights of Duke, Duke Health and each practice setting and pitch the same to candidates.

Ability to sell the community and region at large, DUHS, as well as the practice setting and job opportunity.

Intermediate to advanced skills with MS Word, Excel, Power Point and Access. Experience with API and I-Forms is beneficial.

Recruiters that conduct site visits must be willing and able to travel across sites and work from different rotating work locations. Access to reliable transportation, suitable for driving around

candidates, is required.

Job Hours

Full-Time salaried position, average 40 hours per week - daily work schedule is somewhat flexible as long as work demands are met. Work may require occasional evenings & weekends. Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

Nearest Major Market: Durham

Nearest Secondary Market: Raleigh

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