



Neighborhood Health – Talent Acquisition Specialist  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Talent Acquisition Specialist to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Talent Acquisition Specialist, you will:

- ✓ Participate in the development of the talent acquisition strategic plan and identify tactics to accomplish goals.
- ✓ Leads the development, facilitation, and implementation all phases of the recruitment process.
- ✓ Collaborates with department managers and other Human Resources employees to identify and draft detailed and accurate job descriptions and hiring criteria.
- ✓ Identifies and implements efficient and effective recruiting methods and strategies based on the available position, industry standards, and the needs of the organization.
- ✓ Leads the screening of applications / resumes and selects qualified candidates.
- ✓ Leads to collaboration with the hiring manager and/or other Human Resources employees during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.

Requirements:

- Five years managing all phases of the recruitment and hiring process preferred.
- SHRM-CP or SHRM-SCP preferred. SHRM's Talent Acquisition Specialty credential a plus.

Education Requirements:

- Bachelor's Degree required.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)