

Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:

Open Until Filled

Recruiter

Full-Time

Wage Rate:

\$25.00 - \$37.81 per hour

Dependent on Experience

Modoc Medical Center has an opening for a full-time, benefits eligible Recruiter in the Human Resources Department.

Job Summary: Under the direction of the Chief Human Resources Officer the Recruiter is responsible for recruiting, screening and assisting with interview preparation for all staff positions in the organization. The Recruiter refers qualified applicants to department managers for further interviews, ensures compliance with federal, state and local laws and regulations.

Job Duties Include, but are not limited to:

- Coordinates and carries out recruiting, screening, interviewing and testing of applicants for open positions.
- Serves as a customer service representative of the organization when recruiting and interviewing applicants.
- Participates in job fairs, open houses. Contacts colleges to conduct on-campus interviews.
- Anticipates recruitment problems, considers new sources of labor supply, improves recruitment methods.
- Collaborates with hiring managers to build knowledge of applicant placement needs.
- Track applicant process through recruitment software.
- Schedules interviews and ensures the manager has prepared a set of interview questions and has identified their interview panel.
- Arranges site visits for out-of-town interviewees.
- Conducts reference checks on applicants.
- Creates job postings.

Job and Professional Requirements:

- Bachelor's Degree preferred
- Excellent computer skills
- Excellent interpersonal and presentation skills
- Previous recruiting experience preferred
- Previous healthcare experience preferred
- Previous experience with a Human Resource Information System (HRIS)
- Proficient with Microsoft Office Suite products (word, excel, and power point)
- Experience using social media (Facebook, Instagram, TikTok, Twitter, etc.)

Application Process:

If interested, apply on-line at www.modocmedicalcenter.org

Modoc Medical Center - Human Resource Department.

P.O. Box 190 – Alturas, CA 96101

RECRUITER
April 28, 2025

Modoc Medical Center is an EOE