

UW HEALTH JOB DESCRIPTION

Ambulatory Access Staffing Coordinator

Job Code: 310025	FLSA Status: Non-Exempt	Mgt. Approval: R. DenHerder	Date: November 2022
Department: Ambulatory Access		HR Approval: B. Haak	Date: November 2022

JOB SUMMARY

The Ambulatory Access Staffing Coordinator is responsible for managing the hiring and recruitment process for the Ambulatory Access Department. This includes requisition management, candidate screening, scheduling, interviewing, establishing hiring priorities, requesting new employee equipment and access, and collaborating with all layers of leadership in order to make final recommendations for hire with the HR recruitment team.

The incumbent is responsible for administering and tracking the candidate assessment process to ensure EEO compliance is met. The Ambulatory Access Staffing Coordinator is responsible for ensuring a smooth process for all candidates looking to begin their career at UW Health within Ambulatory Access. The Coordinator focuses on the process as a whole to identify ways to improve the overall candidate experience and recruiting process while also ensuring a successful onboarding for all new staff members.

MAJOR RESPONSIBILITIES

- Manage, track, and submit employee requisition requests within the HRIS system for all net new, replacement, and other FTE adjustment needs for the Ambulatory Access Department
- Contact and prescreen all potential candidates to understand their location and job preferences to help guide the coordination of interviews
- Work with department supervisors and managers to determine best times and locations for interviews based on candidate selected preferences
- Schedule and lead interviews with prospective candidates explaining the department, position expectations, and growth opportunities available
- Ensure EEO compliance is maintained throughout the interview process for our department
- Manage the new hire skills assessment process for all candidates
- Maintain accurate records and documentation of all recruitment activities and ensure they are uploaded in accordance with HR guidelines.
- Create and establish strong relationships with all internal teams related to the recruitment and onboarding processes
- Submit and track hiring recommendations to HR.
- Submit equipment and access requests for new employees
- Contact all new candidates to welcome them and ensure they understand where to go on day one.
- Manage the New Hires Skills assessment process to include budget, usage, EEO compliance, and reports to leadership.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Associate degree in Business, Human Resources, or related field. Two (2) years of relevant work experience may be considered in lieu of the educational requirement.
	Preferred	Bachelor's degree in Business, Human Resources, or related field.
Work Experience	Minimum	Two (2) years of relevant work experience in progressively responsible administrative or recruitment area.
	Preferred	Five (5) years of relevant work experience in progressively responsible administrative or recruiting.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of recruitment and selection concepts and best practices preferred. • Knowledge of and experience with an HRIS system. Experience with an applicant tracking system is highly desirable. • Experience working with word processing, database, and spreadsheet software. • Excellent interpersonal skills and customer orientation. • Excellent verbal and written communication skills. • Ability to work effectively in a team environment

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	<ul style="list-style-type: none"> Ability to work under pressure in a fast-paced environment Ability to function with multiple priorities and organize information. Ability to work independently and in conjunction as a team 		
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.