**PHYSICIAN RECRUITER – Duke Health**

[Private Diagnostic Clinic, PLLC | Duke Health](https://www.linkedin.com/company/private-diagnostic-clinic-pllc-duke-health/life/)  Durham, NC

**About the job**

The Private Diagnostic Clinic (PDC) of Duke Health is a world-class, multi-specialty physician practice comprised of 140 clinics located throughout North Carolina. The PDC recruits the top physicians and employees and retains them by offering competitive salaries and benefits and a supportive work environment where passion and purpose connect.

To learn more about our culture, visit: https://www.youtube.com/watch?v=D4Mq59-No-k

We are seeking a Physician Recruiter to join the Medical Staff Recruitment (MSR) team. MSR manages the recruitment activities of Duke’s faculty and community-based practices as requested. Will successfully expand, strengthen and grow Duke-owned or managed practices and enhance references to Duke Hospitals and strengthen alliances in the referral area. We are located at the **PDC Administrative Offices at 4825 Creekstone Drive in Durham.**This is a flexible hybrid-remote position with the recruitment team working remotely a majority of the time. Recruiters typically need to be on-site for candidate interviews and periodic department and staff meetings. Our primary offices are centrally located just off Page Rd, near Raleigh Durham Airport.

**Job Duties**

* Manage the recruitment activities for PDC clinical recruits to include physicians, nurse practitioners and physician assistants as requested by Department Chairs and Chiefs.
* Duties and Responsibilities of this Level
* Meet with Duke Faculty and Administrators regarding recruitment services to determine scope of services and prerequisites for recruitment.
* Prepare, place and maintain appropriate on-line job postings, journal ads and mine available databases to identify qualified candidates.
* Screen candidates to understand appropriateness of fit with Duke’s needs based on training and experience. Understand reasons and motivations for job changes. Assess background and credentials to meet requirements of Duke’s credentialing office, pertinent specialty board and state licensure board(s). Devise and execute service-oriented follow-up strategy.
* Develop relationships with top training programs and strategies for networking within specialty associations. Serve as liaison to trainees for job placement questions and concerns. Give yearly presentations on job search related topics.
* Serve as source of recruitment best practices for the Private Diagnostic Clinic (i.e. changes and trends in industry, salary data, and recruitment activity)
* Schedule and oversee candidate site visits ensuring a broad overview of the Division, Department, Duke, the PDC and the surrounding community.
* Serve as a source of information for potential candidates including organizational structure, applicable benefits, and available resources. Act as a liaison to the candidate and aid in the transition from recruitment to onboarding, credentialing and department integration.
* Maintain database of candidate information including contact info, CV, references, interview dates, and offers as applicable.
* Perform other related duties incidental to the work described herein.

**Requred Qualifications**

* Bachelor’s degree in Business or a related field.
* Work requires 4 years of related business experience in healthcare, business, or management.
* Experience in clinical recruitment and general knowledge of clinical education, training, and certification processes preferred.

**Knowledge, Skills And Abilities**

* Core competencies include: collaboration and team building skills, leadership skills, excellent planning and organizational skills, adaptability, flexibility, effective and efficient decision-making and problem-solving skills; and strong analysis and judgment skills.
* Excellent written and oral communication skills, excellent interpersonal skills, demonstrated ability to be effective in a matrix management environment.
* Ability to manage multiple priorities with competing deadlines.
* Physical stamina to accompany candidates on site visits including the ability to walk an approximate minimum of five miles.
* Ability to work early/late hours as dictated by the demands of the job, especially candidate interviews
* Working knowledge of applicant tracking system such as PracticeMatch, DMR, or Success Factors.
* Strong administrative skills including competency in Word, Excel and Power Point; knowledge of social media is a plus.

**Additional Information**Certain jobs in the Private Diagnostic Clinic 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.

The Private Diagnostic Clinic 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.

The PDC 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.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description