

Northwest Colorado Health

Human Resources Recruitment and Retention Specialist

General Statement of Duties:

The Human Resources Recruitment and Retention Specialist will perform a variety of administrative and operational duties to support the day-to-day functions of the Human Resources department. This position focuses on providing comprehensive support for recruitment, onboarding, employee engagement, and retention initiatives while maintaining accurate HR records and delivering exceptional customer service to internal and external partners. This position will perform administrative duties, tasks and services related to the operations of the human resource office and support effective and efficient operations of the organization's human resource department.

Supervision Received:

Reports to the Human Resources Manager.

Supervision Exercised:

None.

Essential Functions:

- Provides administrative support for the Human Resources department to ensure efficient operations and compliance with organizational policies and procedures.
- Maintains accurate and up-to-date human resource files, records, and documentation while ensuring confidentiality and compliance with agency policies and regulatory requirements.
- Performs HR system data entry, reporting, and auditing to ensure accuracy and integrity of personnel information.
- Conducts and/or assists new hire onboarding, ensuring a smooth and welcoming experience for all staff; prepares new hire packets, schedules orientations, and maintains onboarding documentation.
- Assists in all aspects of the recruitment process including job postings, applicant tracking, screening, scheduling interviews, and reference checking.
- Attends and represents Northwest Colorado Health at job fairs, school events, and community outreach initiatives to promote employment opportunities and organizational visibility.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical and project support to the HR team including scheduling meetings, preparing materials, and recording minutes.

- Conducts student and volunteer recruitment, onboarding, tracking, and coordination; maintains records, ensures compliance with agency policies and credentialing standards, and partners with departments and community organizations to support placement and retention efforts.
- Assists with the planning and coordination of employee engagement and retention activities such as recognition events, benefits enrollment, and wellness initiatives.
- Schedules and organizes appointments (CPR expirations/classes); takes minutes during departmental meetings. (WISE/SEC/Management)
- Supports internal communications including updates to the employee intranet, staff announcements, and recruitment-related content.
- Assists with preparation of HR metrics and reports such as turnover, recruitment activity, and attendance tracking.
- Oversees the Employee Store, including inventory tracking, product ordering, display organization, and sales transactions; ensures accurate recordkeeping and alignment with agency policies and employee recognition programs.
- Coordinates and supports the Agency's Buddy Program to foster connection, inclusion, and a sense of belonging among new hires; partners with departments to match buddies, provide guidance, and promote positive onboarding experiences.
- Performs other duties as assigned to support the mission and operations of Northwest Colorado Health.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High school diploma or equivalent required and related field experience preferred in Human Resources and/or office experience.

Experience:

One-year human resources or office experience is required, three years preferred. Experience in recruitment, onboarding, or employee engagement within a healthcare or nonprofit setting preferred.

Knowledge / Skills / Abilities Required:

1. Strong organizational skills and attention to detail.
2. Ability to manage multiple priorities and meet deadlines.
3. Proficient with Microsoft Office and HRIS systems; experience with UKG preferred.
4. Ability to work independently and as part of a team while maintaining confidentiality and managing projects efficiently.
5. Ability to prioritize and manage time.
6. Strong interpersonal skills with the ability to build relationships across departments and community partners.
7. Excellent written and verbal communication skills.
8. Exceptional work ethic, high integrity, drive and motivated to succeed and knowledge of human resources and personnel laws highly valuable.

9. Ability to maintain confidential information.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. TB test upon hire.

Working Conditions:

1. Position is in a well-lighted, accessible office environment, and involves sitting approximately 90% of the day, walking or standing the remainder.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,
(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____