

Healthcare Recruiter (Homecare)

Are you looking for an entry-level position with opportunity for growth, where quality service, team work, and accountability are valued? If so, Maxim Healthcare Services is the career path for you!

Maxim Healthcare Services is one of the **leading providers of medical staffing, home health and wellness services in the United States**. Founded in 1988, Maxim has rapidly expanded to include 12 divisions and over 400 branch offices in 44 states and the District of Columbia. We have earned a position as an innovative leader in the healthcare industry through our emphasis on **quality patient care, compliance initiatives and customer service**. Today, Maxim is one of the **largest privately owned companies in our industry**.

Maxim has committed itself to achieving exemplary corporate citizenship, best practices of effective corporate governance, the highest levels of integrity and professionalism, integrity in the operation of federal healthcare programs, and a culture of openness, accountability and compliance throughout Maxim.

Healthcare Recruiter Core Responsibilities:

- **Support and sustain Maxim's commitment to compliance**
 - Adhere to federal and state laws, relevant healthcare program requirements and Maxim's business policies and Code of Conduct
 - Participate in core compliance training and activities
 - Identify and communicate areas of risk and potential improvement opportunities
- **Recruit potential candidates**
 - Locate healthcare professionals through various sources, including the Internet, referrals, nursing schools, direct mail and job fairs
 - Evaluate candidate resumes against position requirements
 - Facilitate the hiring process, which includes interviewing and screening candidates
 - Present qualified candidates to clients
- **Assist in Operations and Marketing efforts**
 - Manage healthcare professionals and place them on top medical assignments
 - Consult with clients to provide the appropriate staffing solutions
 - Identify and/or resolve client customer service issues
 - Provide Night/Weekend on-call client assistance
 - Analyze financial reports and edit weekly payroll
 - Assist Accounts Manager in prospecting new business
- **Communicate effectively**
 - Maintain direct communication with candidates, clients, and team members during the recruiting process
 - Resolve client customer service issues
- **Perform all other duties as assigned**

Position Requirements:

Education

- Bachelor of Arts/Bachelor of Science preferred but not required

Experience

- Entry-level position

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Specific Skills

- Customer service
- Dedicated self-starter
- Ability to meet deadlines
- Ability to excel in a fast-paced, team environment
- Organized with attention to detail
- Time management
- Leadership
- Public relations skills, interpersonal skills, and professional telephone manner
- Desire to pursue a career in management

What Maxim Can Offer You

- **An Exciting Work Environment:** Maxim's recruiting team is made up of a talented group of individuals committed to providing extraordinary service with the highest level of integrity and professionalism. We are motivated, dedicated, and team oriented. At Maxim, you are part of a family.
- **Training:** As a Healthcare Recruiter you will begin in a branch office learning the daily business operations. Your learning will focus on core job responsibilities such as compliance, recruiting techniques and strategies, human resource management, office operations, and customer service skills. Through field training exercises and onsite learning at our corporate headquarters in Columbia, Maryland, you will not only learn valuable skills to be successful in your current position, but also at every phase of your career.
- **Comprehensive Benefits Package:**
 - Competitive pay
 - Full benefits including medical, dental and vision coverage
 - 401(k)
 - 529 college savings plan
 - Basic life insurance with the option of supplemental
 - 17 days paid time off (*) in addition to holidays
- **Growth and Advancement:** At Maxim, you create your own career path and are encouraged to demonstrate your abilities and deliver results. Through our "promote-from-within" philosophy, the opportunities for advancement are endless. You will start your Maxim career as a Healthcare Recruiter, and begin your track for promotion into management.

Please note that there is an opportunity **for relocation** after 18-24 months for promotion.

Learn more about becoming a Maxim Healthcare Recruiter by visiting www.joinmaxim.com.

APPLY ONLINE today at www.joinmaxim.com.

EOE/AAE

* Does not apply to CA residents. CA residents are eligible for 10 vacation days and 7 sick days.

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