



<b>Position Title:</b>	<b>Staffing Consultant</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Company:</b>	<b>D&amp;Y</b>	<b>Location:</b>	<b>Huntsville, AL &amp; Atlanta, GA</b>
<b>Department:</b>	<b>Locum Sales</b>	<b>Date Created:</b>	<b>10/23/14</b>
<b>Reports To Title:</b>	<b>Recruiting Manager</b>	<b>Date Revised:</b>	<b>04/18/17</b>

**JOB DESCRIPTION OVERVIEW:**

Analyze the physician staffing needs of D&Y business clients and staff approved providers in the needed locum tenens assignments of the clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruit new providers to contract to work for D&Y by proactively calling practicing physicians, hospitals, residency and fellowship programs to identify potential candidates.
- Understand qualifications and skills of providers to make appropriate recommendations in presenting providers to clients in order to staff client chosen providers for work assignments at client site(s).
- Contact recruited providers to market available locum tenens work assignments of business clients.
- Identify potential new business clients.
- Generate 50 – 80 outbound phone calls each business day.
- Regularly follow up with providers ensuring their assignment needs are being met.
- Resolve conflict between the provider and the business client as needed during the work assignment.
- Maintain accurate information in company database to ensure tasks are completed in a timely manner.
- Provide weekly report of activities and other reports as requested by sales & recruiting management.
- Work with Provider Pay Clerks as needed in gathering and verifying information on provider work logs.
- Attempt to reach resolution with competitors as needed concerning providers and business client issues.
- Provide feedback and coordinate with Recruiting Manager and Account Manager to implement regionally targeted marketing to strengthen awareness of D&Y services.
- Provide after hours on-call support on a rotating schedule to be available to resolve business needs of providers and business clients.
- Perform other projects/tasks as assigned by management.

**QUALIFICATIONS / EXPERIENCE:**

- Bachelor’s degree in Communication, Business Administration, or related field, or equivalent professional experience required.
- One to three years of experience in telemarketing, sales, recruiting, staffing and/or marketing (healthcare knowledge is a plus) strongly desired.
- Excellent computer skills with intermediate level of experience with Microsoft Word and Excel and an ability to learn new computer applications.
- Demonstrated ability to communicate effectively via verbal and written means.
- Professional telephone presentation.

- Excellent interpersonal skills with an orientation towards customer service.
- Ability to work with minimal direction and supervision.
- Strong organizational skills accompanied by flexibility to quickly adapt to any new business environment.
- Experience in coordinating simultaneous assignments by assessing project deadlines, establishing work priorities, and coordinating personal work schedule.

**PHYSICAL / ENVIRONMENTAL DEMANDS:**

- Job is performed in a well-lighted, climate controlled modern office setting.
- Occasional lifting/carrying up to 25 lbs.
- Prolonged sitting.
- Prolonged work on a computer/PC.
- Extensive telephone use.
- Moderate to high level of stress.
- This position may require manual dexterity and/or frequent use of the computer, telephone, 10-key, calculator, office machines (copier, scanner, fax) and/or the ability to perform repetitive motions and/or meet production standards to comply with the essential functions.
- Also, may require physical and/or mental stamina to work overtime, additional hours beyond a regular schedule and/or more than five days per week.

**DISCLAIMER:**

Cooperative, positive, courteous and professional behavior and conduct is an essential function of every position. All associates must be able to work with others beyond giving and receiving instructions. This includes getting along with co-workers, peers and management without exhibiting behavior extremes. Job functions may require personal leadership skills such as conflict resolution, negotiating, instructing, persuading, speaking with others as well as responding appropriately to job performance feedback from the supervisor. Additionally, the information contained in this job description has been designated to indicate the general nature and level of work performed by associates within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of associates assigned to this position.

**ACKNOWLEDGEMENT**

I have read and understand the essential duties of this position, and will direct any questions regarding the contents of this position description or the expectations of my duties to my manager or to Human Resources.

**Associate (please print)** \_\_\_\_\_ **Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*This position description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.