



Olive View-UCLA Medical Center
Job Opportunity
NURSE MANAGER
The Nurse Recruitment and Retention Center

Olive View-UCLA Medical Center is currently seeking an experienced RN to fill the position of Nurse Manager in the Nurse Recruitment and Retention Center. The position reports to the Assistant Nursing Director, Admin (ANDA)

Responsibilities include but are not limited to:

- ✚ Responsible for overall nursing recruitment program
- ✚ Develops, controls and monitors the nursing qualifying and selection examination processes
- ✚ Collaborates with senior level nursing and other clinical and administrative executives on the Recruitment and Retention Plan
- ✚ Conducts interviews of all nursing personnel below the level of Nurse Manager
- ✚ Collaborates with the DHS administrative and clinical leadership in the development and execution of strategic plans, providing quality care, and managing cost-effective services which are aligned with federal, state, and local regulations
- ✚ Develops services that achieve a high level of customer satisfaction with emphasis on customer service
- ✚ Formulates and initiates nursing job analyses and development of nursing- related examinations.
- ✚ Oversees the preparation and continual revision of marketing tools including pamphlets, brochures and flyers for professional and non-professional nursing opportunities
- ✚ Plans, organizes and conducts recruitment and skill enhancement presentations at various community based nursing schools and colleges
- ✚ Participates and presents at department-wide and facility-specific leadership and/or management meetings
- ✚ Participates on related nursing and allied health committees as well as exit interviews and evaluation of critical feedback from exit interviews
- ✚ Manages data associated with vacancies, turnover rates, and recruitment and retention strategies.
- ✚ Reports recruitment and retention findings with the management team to improve required staffing levels

Desirable Qualifications:

- ✚ Self-directed and goal oriented with excellent customer service skills
- ✚ Strong verbal and written communication skills
- ✚ Familiar with a variety of recruitment and retention practices and procedures
- ✚ Must be well organized, able to multi-task
- ✚ Possess proficiency with Microsoft Word, Excel, Access, Power Point, Lotus Notes and Internet
- ✚ Proven recruitment successes within the healthcare industry

Requirements:

- ✚ Must be current and reachable on the Nurse Manager Certification list or currently hold the item
- ✚ Only the most qualified candidates will be scheduled for an interview

Interested applicants please submit a letter of Interest, resume, performance evaluation and attendance records for last two years to:.

Susanna Mortimer, RN
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WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

EOE/Posted May 29, 2015

This is not a Civil Service Examination

