

**MASON CITY CLINIC**  
**Job Description**

**Job Title:** Benefits & Medical Staff Recruitment Coordinator

**FLSA Status:** Nonexempt

**Job Code:**

**Employee Group:** Non-management

**Department:** Administration

**General Summary:**

Reports to the Administrator and is responsible for:

- Coordinating and administering Clinic benefits including group and voluntary benefit programs, and
- Coordinating activities related to recruitment of medical staff

The position requires understanding of benefits offered, regulatory requirements, interview techniques, setting up interview site visits and contract negotiation.

**Principal Duties and Responsibilities:**

**Benefits duties:**

1. Administers various group benefit programs such as group health, life & AD&D, COBRA, FSA & HSA, long-term care, voluntary benefits programs, etc.
2. Assists new physicians & staff in Clinic' group benefits enrollment as well as life event benefit changes within the required deadline reporting dates.
3. Completes necessary benefit paperwork for physicians and staff when they exit employment from the organization.
4. Communicates any changes in benefits to payroll.
5. Assists with annual review of group insurance renewals.
6. Coordinates annual benefit open enrollment process. Assists with developing communication regarding updates to benefits, benefit choices and associates premium rates for the upcoming year, including instructions on actions to take and deadlines for decisions. Communicates physicians & staff's open enrollment elections to various insurance companies and MCC payroll.
7. Assists members on benefit questions. Provides answers or seeks additional information from appropriate sources if unable to find information needed from current resources.
8. Receives disability and/or FMLA requests and process required forms and communications within required deadline reporting time frames. Communicates information to payroll.
9. Monitors disability and FMLA leaves, tracks FMLA time and communicates disability/FMLA status.
10. Ensures distribution of required employee notices such as Medicare Part D Creditable Coverage notice, etc. Completes required reporting to Federal agencies.
11. Assists in completing annual reporting requirements such as EEO-1, VETS, etc.

12. Updates policies, employee handbook, benefits website page with benefit changes as they occur.

Medical Staff Recruitment duties:

1. Based on identified medical staff recruitment needs (physicians & midlevel providers), works with department physicians to identify specific clinical requirements.
2. Develops recruiting materials such as fliers, brochures, website postings, etc. to support recruitment efforts.
3. Develops and implements activities related to candidate sourcing that would include but are not limited contacting recruitment firms, medical schools/residency programs.
4. Distributes candidate CV's to department physicians & Administrator for review & feedback.
5. Conducts screening phone interview, reports discussion to department and follows up based on department feedback.
6. Organizes all aspects of the recruit visit including anyone traveling with recruit. In doing so assists in developing the itinerary schedule and coordinates appointments for the recruit to meet with while on site, makes travel and lodging arrangements, community tour arrangements, etc. in order to maximize and enhance the candidate's knowledge of the medical community & services, communities, and amenities that correlate to their particular interests.
7. Obtains references and distributes results to department physicians & Administrator.
8. Assists with developing package offer including any recruitment incentive options from MercyOne North Iowa. Communicates job offer and package information to candidates. Assists with contract development.
9. Reviewed moving quotes and provides authorization to selected moving company.
10. If required, works with immigration attorney to complete waiver paperwork for submission by required deadline.
11. Maintains log of recruitment candidates and status.
12. Develops and distributes announcements of newly hired medical staff.
13. Supports physician & family members' transition to MCC and community.
14. Maintains knowledge of current trends and legal requirements in areas of responsibility by reading journals, articles, etc.
15. Maintains required confidentiality and abides by HIPPA regulations.

16. Performs other responsibilities as requested by Administrator.

**Knowledge, Skills and Abilities Required:**

1. Ability to read, write, comprehend and follow multiple verbal and/or written instructions, ability to develop written correspondence, and ability to perform simple arithmetic calculations in order to perform the duties described above at a level normally acquired through completion of two years of post-high school business courses.
2. Demonstrated skills with Microsoft Excel and Word software.
3. Possess a valid Iowa driver's license or ability to obtain.
4. A minimum of 3 year's prior experience in personnel or recruitment activities. Physician or health care recruitment experience preferred.
5. Strong communication and interpersonal skills in order to interact effectively with recruit candidates, department physicians, and administrative staff, external agencies, etc. in a courteous and professional manner.
6. Strong analytical skills necessary in order to arrange appointments involving multiple participants, schedule meetings, prioritize projects, maintain records, tabulate expenses, prepare reports, and the like.
7. Demonstrated strong organization skills and able to prioritize multiple recruitment assignments.

**Working Conditions:**

Works in normal office environment where there are few, if any, physical discomforts due to dust, dirt, noise and the like.

**Reporting Relationships:**

Reports to Administrator.

**Approvals:**

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Administrator

Date

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

MCC Board approval: 1/22/2020

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