



Title: Social Medicine Recruiter

Reports to: Director of Operations

Organization: Arc Health PBC

Location: Remote; West Coast or Pacific Northwest, preferred

Apply: applications accepted on a rolling basis until position is filled. Please send resume and cover letter to hr@archealthjustice.com.

About Arc Health: Arc Health is the first public benefit company formed to disrupt the medical staffing industry— focused exclusively on advancing health equity through recruiting and retaining skilled and socially-committed healthcare practitioners to serve rural and underserved communities.

One of the most crucial elements of a strong health system is skilled health staff. Without talented and dedicated medical professionals, there can be no strong health system. In underserved rural communities in the United States and around the world, there is a near-universal relationship between persistent poverty and a lack of health workers.

Often, financial constraints aren't the main reason behind this lack: while there are often public funds allocated to hire health professionals, qualified and willing applicants are insufficient, especially in underserved communities. This situation opens a market for recruitment companies to fill vacancies with temporary health workers. As these for-profit companies focus on short-term placements, the result is that health systems lack the committed partnerships that foster the long-term recruitment and retention of qualified talent AND those underserved do not receive the quality health services they deserve.

Arc Health was co-founded by Dr. Phuoc Le, Dr. Sriram Shamasunder, and Dave Shaffer. Drs. Le and Shamasunder are physicians and professors with decades of experience in serving the poorest communities in the U.S. and abroad, from Los Angeles to Liberia. In 2015, they co-founded the HEAL Initiative Global Health Fellowship at University of California-San Francisco, which has grown to over 100 current and past fellows in the U.S. and in seven other countries. Dave Shaffer is a socially minded business professional with 20+ years of leading and expanding mission-based organizations.

Position Description: To achieve our goal of ensuring access to quality health professionals for all and the long-term work of supporting and strengthening rural health systems, Arc Health is seeking to hire a Social Medicine Recruiter.

This position is primarily responsible for contributing to the recruitment of high-quality healthcare professionals and conducting seamless human resources and personnel-related processes between Arc Health providers and customers.

This includes using existing and new recruiting strategies to drive interest in open job opportunities, matching providers to open jobs, onboarding new providers, and ensuring ongoing provider wellbeing and satisfaction through a supportive community of practice. The person in this position will become an expert in the BlueSky Medical Staffing software, which is used primarily for matching providers to open job opportunities and scheduling. **The most critical component of this position is responsibility to Arc Health's customers demonstrated through timely recruitment of qualified and talented healthcare practitioners.**

Primary Responsibilities:

1. Using established and new recruiting strategies, work with the Director of Operations and Emergency Medicine Practice Manager to recruit and match clinicians to open positions with Arc Health customers. Conduct phone screens and candidate interviews primarily for family medicine, internal medicine, internal/pediatrics, urgent care, and hospitalist providers. (75%)
2. Using BlueSky Medical Staffing software and other systems, ensure seamless personnel and human resources-related processes, including hiring and onboarding, credentialing, employee benefits, travel and lodging arrangements, scheduling, payroll, provider reimbursements, and appropriate related communications with clients. In coordination with the Director of Operations, appropriately resolve human resources-related questions that originate from Arc Health providers or clients. Conduct resolutions with exceptional customer service and professionalism, recognizing that privacy concerns, accuracy and attention to detail, and time sensitivity are imperative tenets of this responsibility. (15%)
3. Support the Arc Health leadership team in developing Arc Health's community of practice. This may include but is not limited to identifying and proactively responding to provider needs, sharing resources and other sources of support for providers, and conducting provider "temperature checks" to assess for provider wellbeing. (5%)
4. Contribute to Arc Health's greater recognition and reach through occasional written blogs and other communications, creation of collateral materials, and proposal preparation. (5%)

Qualifications:

- Minimum of 3-5 years' experience in healthcare recruiting, healthcare operations, and/or business. Experience in a start-up environment is a plus.
- Self-motivated, pro-active, and comfortable making decisions independently.
- Flexibility and nimbleness; a willingness to take on additional responsibilities outside of the scope of this role as Arc Health grows.
- Strong and passionate communication skills, including comfort with and enthusiasm for representing Arc Health's mission in both individual conversations and in public presentations.
- A fierce commitment to the human right to quality health care.

- Ability and desire to work and move things forward independently while being an integral part of something much bigger than “self”.
- Multi-year commitment preferred.

Are you passionate about building relationships with healthcare providers for high-quality staffing at rural hospitals and clinics? Are you proactive and comfortable working in a fast-paced, start-up environment, both collaboratively and independently? Are you up for actively cultivating a broad medical constituency dedicated to improving health outcomes in marginalized communities across the U.S. and ultimately around the globe? Do you enjoy and excel with both verbal and written communication, doing so with a broad spectrum of individuals and communities?

Benefits:

- Opportunity to contribute to the scale-up of a social enterprise and mission-driven health care organization.
- Full benefits (medical, dental, vision, life, 401k)
- Competitive salary with potential of stock options or equity component
- Flexible and remote work environment

Arc Health is an equal opportunity employer and is actively seeking to build a team that represents “all of us” so interested and qualified persons of all racial, ethnic, socio-economic, religious, gender, and other identities are strongly encouraged to apply.