



# Physician Recruitment Specialist

**Department:** Administration

**Location:** Hybrid (Office, Remote and other sites – local hospitals)

**Position type:**

Permanent, Full Time (40 hrs./week)

**Posting #:** COE-10-22

**Opening Date:** June 9, 2022

**Closing Date:** June 30, 2022

## Who We Are:

The [Corporation of the County of Essex](#) is an upper-tier municipal government, providing programs and services to a population of approximately 193,000 within the County and shared services to approximately 422,000 within the Windsor-Essex region.

The County of Essex is Canada's warmest and southernmost County, surrounded on three sides by water and blessed with unrivalled opportunities for boating, fishing, cycling, golfing and other recreational pursuits. One of Ontario's best kept secrets, the County offers an affordable mix of urban and rural living with easy access to world-class amenities and schools. We are located next to the urban center of Windsor and just minutes from downtown Detroit.

## In a Nutshell:

Under the direction of the Chief Administrative Officer the incumbent will be responsible for the strategic recruitment, retention and engagement of physicians in the Windsor-Essex region. The role will liaise with the Chiefs of Staff at Windsor Regional Hospital, Hôtel-Dieu Grace Healthcare and Erie Shores HealthCare as well as develop relationships

**County of Essex  
Physician Recruitment Specialist  
COE-10-22**

with the Windsor-Essex Health Team and community partners engaged in physician recruitment.

**Day in the Life:**

- Develop, maintain, implement and review the strategic recruitment initiatives for physicians within the Windsor-Essex region including health care resource and succession planning for retiring or transitioning out of practice physicians in consultation with local hospitals, health care teams and other community partners
- Responsible for all physician recruitment activities including, but not limited to, job description and posting development and advertising, sourcing and interviewing, job offers and onboarding of physicians
- Build strong strategic partnerships with local hospitals, health care teams and other community partners
- Create and maintain physician recruitment talent pipelines through candidate sourcing and referrals, attending job fairs, trade shows and other events
- Create and provide ongoing reporting to determine local physician needs in partnership with community stakeholders
- Develop marketing and advertising plans, recruitment incentive parameters, and total compensation best practices for ensuring high offer acceptance rates and retention of physicians
- Initiate and build strong relationships with potential candidates, maintain active communication and alter the individual recruitment strategy for each candidate as required
- Schedule and coordinate site visits, interviews, tours, etc. with candidates
- Create and maintain a positive, professional, visible presence in the community for physician recruitment and retention efforts through a documented marketing/public relations strategy
- Establish and maintain an online presence for physician recruitment, regularly updating websites, social media and advertisements as required (i.e. hospital job sites, etc.)
- Liaise with educational institutions to build a presence with regional medical learners (i.e., medical students, residents, etc.)
- Create a relationship with the Physician Lead of the Family Medicine Residency Program in Windsor-Essex and Chatham-Kent
- Perform administrative duties as required

**County of Essex  
Physician Recruitment Specialist  
COE-10-22**

**What We Are Looking For:**

- A Bachelor's degree in Health Care, Public Administration, Business or related field is required
- Must have a combined minimum of 3 years of experience in advertising, human resources, public relations, marketing and/or social media experience. A strong combination of these is preferred.
- Must have a minimum of 3 years of experience in a middle management position preferably in a health care setting
- Member of recognized Health Profession or Health Executive Association is considered as asset
- Demonstrated ability to develop strong relationships with all levels of an organization, local leaders, community partners and candidates
- Outstanding interpersonal and communication skills, strong attention to detail and a high level of accuracy
- Advanced and demonstrated computer skills in Microsoft Office, Power Point, Excel and Word
- Diplomacy and tact; the ability to deal with sensitive situations in a professional manner and handle highly confidential and public information appropriately

**What We Are Offering:**

A starting rate of \$93,000 to \$114,180 per year (under review) is just the beginning and the benefits package is second to none.

**Note:**

The County of Essex has implemented a Covid-19 Mandatory Vaccination Policy as a critical and necessary step to ensure a safe and healthy workplace and a safe and healthy community. As a condition of employment, all potential new hires will be required to provide proof of compliance with the Policy upon acceptance of an offer of employment.

## **Application Process:**

Qualified applicants are invited to apply online at the [Career Opportunities](#) section of our website at [www.countyofessex.ca](http://www.countyofessex.ca) by the posting deadline. Due to the volume of applicants, only selected applicants will be contacted.

The County of Essex, embraces diversity and inclusion in our workforce and workplace. We are committed to building inclusive teams and an equitable environment for people to be themselves. We encourage applications from all qualified candidates and will accommodate needs under human rights legislation throughout all stages of the recruitment and selection process. Please let us know of any accommodations through [hr@countyofessex.ca](mailto:hr@countyofessex.ca). Information received relating to accommodation will be addressed confidentially. This information can be made available in alternate formats upon request.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of this employment opportunity only.