



# NORTON SOUND HEALTH CORPORATION

P.O. Box 966  
Nome, Alaska 99762  
(907)443-3311  
Fax: (907)443-2085

## Job Vacancy Notice

### Professional Recruiter, Human Resources

#### PURPOSE OF POSITION:

Under general supervision of the HR Director provide proactive recruitment and referral services to fill vacant professional and managerial health care positions.

#### EDUCATION AND EXPERIENCE:

A Bachelor's degree in Human Resources, Marketing or related field; **AND** (2) years of professional level Human Resources or related experience; **OR** an equivalent combination of education and experience. PHR or SPHR highly desired. This position requires good organizational skills with attention to detail as well as ability to communicate verbally and in writing. Must also possess knowledge of human resources policies and process, recruitment and staffing procedures, marketing and advertising, presentation and public speaking skills, customer service concepts and practices, as well as knowledge of Alaskan geography and cultures. Must be a self-starter, be able to work independently, as well as manage multiple priorities and tasks. Possess ability to follow detailed written and oral instruction and maintain cooperative working relationships with others. Must demonstrate professionalism and have the ability to maintain strict confidentiality. Must also possess skills in operating a personal computer utilizing a variety of applications such as Microsoft Office Suite.

Date: 12/28/09

Closing Date: January 1, 2010

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:  
Tiffany Martinson, Human Resources Director  
tmartinson@nshcorp.org  
(907)443-3400  
907-443-2085 fax  
[www.nortonsoundhealth.org](http://www.nortonsoundhealth.org)

*NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.*