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| **JOB DESCRIPTION** |
| **JOB TITLE** | RECRUITMENT SPECIALIST | **pAYROLL JOB CODE** |  |
| **LOCATION** | AGENCY OFFICE | **credentials** | NONE REQUIRED |
| **Department** | ADMINISTRATION | **REPORTS TO** | HUMAN RESOURCES MANAGER |
| **fsla sTATUS** | NONEXEMPT | **STARTING PTO LEVEL** | 1 | **EMPLOYMENT CLASS** | FULL TIME |

**Summary**

The Recruitment Specialist supports the Caregiver Relations and Human Resources Department by serving as a primary point of contact between the agency and the applicants. This position performs all activities for the agency including recruiting, screening, and onboarding applicants. The Recruitment Specialist also ensures regulatory compliance and documentation for the agency’s staff.

**Essential Job Duties AND Responsibilities**

* Execute full lifecycle recruitment for open positions
* Develop relationships with nursing schools to attract students as potential care givers for the company
* Participate in recruiting events such as job fairs
* Assist with developing recruitment strategies to attract candidates
* Develop a pool of candidates in advance of needs
* On-boards new care givers in accordance with company policies to agency to meet the demand of agency clients.
* Interviews and evaluates applicant fit with agency, and completes interview assessment forms.
* Assists new care givers with required care giver paperwork.
* Assists care givers with timely completion of background screenings, required licenses/certifications, and physician examinations prior to scheduling new care givers.
* Conduct reference checks
* Captures care giver “attributes” and availability and enters them into the enterprise software for client matching.
* Works closely with care giver Relations Manager and Client Liaisons to help match care givers to clients.
* Assists with care giver satisfaction surveys and advises agency management on recommended actions.
* Performs other care giver-facing tasks and responsibilities as directed.

| **Professional Requirements:** |
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| * Adheres to dress code, appearance is neat and clean.
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| * Collaborates well with other agency staff.
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| * Minimum of one year Recruitment experience in a fast paced environment, preferably two to three years of experience
* Follows company policy and regulatory requirements.
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| * Maintains client confidentiality at all times.
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| * Reports to work on time and as scheduled, completes work within designated time.
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| * Wears identification while on duty, uses time system correctly.
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| * Completes in-services in a timely fashion.
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| * Attends annual review and department in-services, as scheduled.
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| * Attends staff meetings regularly, reads and returns all monthly staff meeting minutes.
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| * Represents the agency in a positive and professional manner.
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| * Actively participates in performance improvement and continuous quality improvement (CQI) activities.
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| * Complies with all agency policies regarding ethical business practices.
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| * Communicates the mission, ethics and goals of the agency.
* Must be action-oriented

**EDUCATIONAL REQUIREMENTS:*** Minimum of An Associate’s degree or equivalent in Human Resources, Business or related field, preferably Bachelor’s degree.
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**LANGUAGE SKILLS:**

* Able to communicate effectively in English, both verbally and in writing.
* Additional languages preferred.

**OTHER SKILLS:**

* Thorough knowledge and understanding of the functions of and regulations affecting the agency.
* Demonstrated teamwork capabilities with the ability to relate well to staff and other professionals.
* Ability to plan, coordinate, collaborate and advocate for agency clients.
* Comprehensive knowledge the state and federal guidelines and regulations governing agency.
* Action-oriented

**KEY COMPETENCIES**

**Compassion**: Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.

**Composure**: Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

**Customer Focus**: Is dedicated to meeting the expectations and requirements of caregivers; gets first-hand caregiver information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

**Functional/Technical Skills**: Has the functional and technical skills to do the job at a high level.

**Integrity and Trust**: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

**Listening**: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

**Organizational Agility**: Knowledge about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures; understands the cultures of organizations.

**Priority Setting**: Spends his/her time and the time of others on what’s important; quickly zeros in on the critical few and puts the trivial aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

**PHYSICAL CAPABILITIES**

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| **Physical Requirements:** | Medium work **–** Exerting up to 50 lbs. of force occasionally or up to 20 lbs. of force frequently, or up to 10 lbs. of force constantly to move objects. |
| **Visual Acuity:** | Arm's reach visual acuity **–** Worker is required to have visual acuity to perform activities such as operating machines (i.e. lathes, drill presses, power saws & mills) where the seeing job is at or within arm’s reach; performing mechanical or skilled trades tasks of a non-repetitive nature (i.e. ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.)Close visual acuity **–** Worker is required to have close visual acuity to perform activities such as preparing & analyzing data & figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts or operation of machines (including inspection); using measurement devices; or assembly or fabrication of parts at distances close to the eyes.General observations visual acuity **–** Worker is required to have visual acuity to determine the accuracy, neatness & thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)Motor vehicle visual acuity **–** Worker is required to have visual acuity to operate motor vehicles or heavy equipment. |
| **Physical Activities:** | Balancing **–** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces. This factor exceeds the amount & kind of balancing required for ordinary locomotion & maintenance of body equilibrium.Feeling **–** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.Fingering **–** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.Grasping **–** Applying pressure to an object with the fingers and palm.Hearing **–** Perceiving the nature of sounds at normal speaking levels with/without correction, & having the ability to receive detailed information through oral communication, & making fine discriminations in sound.Kneeling **–** Bending legs at knee to come to a rest on knee or knees.Lifting **–** Raising or moving objects/patients from a lower to higher position or horizontally from position to-position. This factor is important if it occurs to a considerable degree & requires the substantial use of the upper extremities & back muscles.Pulling **–** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.Pushing **–** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.Reaching **–** Extending hands or arms in any direction.Repetitive motions **–** Making substantial motions of the wrists, hands, or fingers.Standing **–** Remaining upright on the feet, particularly for sustained periods of time.Stooping **–** Bending body downward & forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities & back muscles.Talking **–** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.Walking **–** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. |
| **Physical Conditions:** | Exposed to Inside conditions **–** Subject to inside environmental conditions; protected from weather conditions, but not necessarily from indoor temperature changes.Required to wear a respirator **–** Worker maybe required to wear a respirator.Exposure to infectious disease **–** Subject to infectious diseases including blood & other potentially infectious body fluids & tissues.Work around mental health patients – Worker maybe required to function around mental health patients.Not exposed to adverse conditions **–** Worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work). |
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| **Acknowledgement**  |
| I have read the above job description and fully understand the requirements set forth. I understand the agency reserves the right to revise and/or changes job duties, tasks, work hours/shifts, and work requirements at any time. I have noted below any job duties that I am not able to perform, with or without accommodation. I have also noted any accommodations that are required to enable me to perform these duties. Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Print Name: | Employee Signature: | Date: |
| Supervisor Print Name: | Supervisor Signature: | Date: |