

## **CLIENT OVERVIEW**

One of the nation's largest providers of home-based care, with a presence in the Northeast, Midwest and South is seeking a Recruiter. The client provides the highest-quality comprehensive care continuum of personal care, skilled home health, hospice care and behavioral health.

## **POSITION SUMMARY**

The Recruiter is responsible to recruit, interview, and screen job candidates to fill company openings by visits to college campuses, consultation with personnel agencies, and contacts within the larger community. The Recruiter is responsible for all aspects of the candidate generation process including: sourcing candidates, conducting phone interviews and establishing strategies to fill specific positions.

## **ESSENTIAL FUNCTIONS**

- Interviews applicants and refers qualified candidates to appropriate department director for review.
- Attends conferences and career fairs as requested.
- May perform follow-up as appropriate including reference checks, new hire paperwork and orientation or rejection letters.
- Coordinates a structured interview process.
- Directs a process of organizational planning that evaluates structure, job design, and manpower forecasting throughout the company. Coordinates activities across division lines. Evaluates plans and changes to plans. Makes recommendations to senior management.
- May be responsible for gathering appropriate data for EEO purposes.
- May be responsible for data entry and maintenance of applicant tracking system.
- Works with directors/supervisors to develop staffing requirements, priorities, recruiting strategies and budget for advertising positions.
- Advertises positions, identifies qualified candidates, & communicates position requirements.
- Reviews completed application packages and conducts pre-employment screens.

- Prepares all hiring documentation and liaisons with corporate HR to facilitate processing of offer letter and ensure successful completion of hiring process.
- Interprets company rules and regulations and departmental policies and procedures regarding personnel actions for applicants.
- Ensures that benefit options are adequately explained to all employees.
- Attends training, education, seminars, or other means of learning as permitted by supervisor.
- Maintains patient & staff privacy and confidentiality at all times pursuant to the HIPAA Privacy Final Rule.
- Provides positive, supportive communication to physicians, patients, families, visitors, and other agency personnel.
- Follows and adheres to company policy and procedures as outlined by company policy manual.
- Performs other duties as assigned by the Supervisor.

## **QUALIFICATIONS**

- Strong interpersonal skills and ability to communicate effectively with staff.
- Working knowledge of Human Resource functions.
- Able to demonstrate problem-solving skills, organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Computer literate, with experience in the operation of office equipment.
- Meets all applicable agency policies and procedures related to agency health screening requirements and required testing.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree in Business, Human Resources or related field preferred
- 2-4 years experience in Human Resources or staff recruiting. Health Care experience preferred.