



POSITION DESCRIPTION

Recruiting and Onboarding Specialist	
Department: Human Resources	Status: Full-Time, Exempt
Reports to: Director of Human Resources	Last Reviewed: December 2024
Titles reporting to this role: None	Next Review Date:

Position Summary:

Under the direction of the HR Director and in collaboration with both marketing and department/program managers, this position's main goal is to efficiently and effectively fill open positions. This position will execute effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. This position also facilitates the onboarding process for all agency new hires and supports the Recruitment Coordinator in the recurring Home Care Aide onboarding process.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Recruitment

Responsible for facilitating and implementing the full lifecycle of the recruiting process, such as processing requisitions, posting job opportunities, processing personnel forms, sourcing and prescreening candidates as needed. Facilitate job advertisement process and provide applicant search and pre-screening support for hard-to-fill positions. Act as a liaison between the hiring manager and candidate throughout the interview, offer, negotiation, and onboarding processes. Under the direction of the HR Director, draft and update job descriptions for new and existing positions. Conduct group training and individual consultations with hiring managers to improve their efficiency in navigating the recruiting and onboarding processes. Attend and evaluate participation in job fairs and recruiting sessions. Under the direction of the HR Director, plan, execute and evaluate quarterly recruiting and networking events hosted onsite at Casa Central. Facilitate and evaluate the purchase of recruitment merchandise to enhance Casa Central's presence at recruitment events. Source and maintain community partnerships to promote the agency's name and recruiting efforts. Support the HR Director with the annual recruitment strategy.

Onboarding, Orientation and New Hire Experience

Responsible for the facilitation, implementation and evaluation of all phases of the onboarding process, including but not limited to processing personnel forms, making job offers, executing pre-employment testing and other compliance requirements for agency positions. Ensure compliance with federal, state, and local employment laws and regulations, and company policies. Maintain and utilize the onboarding checklist to ensure all requirements are met before a candidate is cleared to start. Regularly update the checklist in accordance with changes to the onboarding process, under the guidance of the HR Director. When needed, support the Recruitment Coordinator in the recruitment, onboarding and orientation process for Home Care Aides and other hourly staff members. Oversee New Hire Orientation and New Hire Experience for all staff, including new hire appreciation gifts and quarterly welcome breakfast and scavenger hunt.

Administrative Duties

Under the direction of the HR Director, maintain monthly metrics and monitor recruitment outcomes. Collaborate with the HR Director to compile quarterly recruitment report. Additionally, oversee the maintenance of recruiting spreadsheet to monitor all requisitions, and compile vacancy snapshot to be sent to COO on a monthly basis, or upon request. Post job openings on online job boards such as Indeed, LinkedIn, and Handshake, ensuring listings are accurate and up to date. Collaborate with the HR Director and hiring managers to strategically utilize paid campaigns for hard-to-fill positions. Maintain the Recruiting and Onboarding portals in UKG, ensuring that all forms are current, workflows are efficient, and processes run smoothly to support a seamless candidate experience.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Some college preferred with a minimum of 2 or more year's experience in direct recruiting in hospitality, healthcare, staffing agency or retail industry.

Working knowledge of social media

Ability to work with Zoom or other online training tools

Ability to work with Office 365 and Microsoft Teams

Intermediate to Advance Skills with Word and Excel

Language Skills:

Bilingual Spanish preferred

Certificates, Licenses and Registrations

APHR or PHR preferred but not necessary.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate and proficient in Microsoft Office, Outlook 365.

HRIS systems such as Ultimate Software(UKG).Working knowledge of social media. Ability to work with Office 365 and Microsoft Teams.

Intermediate to Advanced Skills with Word and Excel.

Strong verbal and written communication skills.

Ability to work independently and with a team.

Ability to multitask and prioritize.

Ability to work independently and with a team.

Mathematical Skills

Must have and understanding of math as used for adding, subtracting, percentages, ratios, etc.

Operating Environment and Working Relationships:

Works collaboratively and routinely with hiring managers for departments/programs in the agency.

Ability to administer all recruiting platforms. Well-developed technical and administrative skills. Ability

to express oneself clearly and effectively. Superior interpersonal abilities. Ability to foster relationships with diverse persons, and personalities. Must be tactful, mature, and flexible. Good reasoning abilities and sound judgments. Serve others with a caring attitude and conduct oneself with a true servant leadership mentality.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

