

**FAMILY RESOURCES, INC.**  
**POSITION DESCRIPTION**

**Position Title:** Recruitment & Human Resources Specialist      **Program:** Administration

**Position Level:** Specialist      **Reports To:** Chief HR Officer

This position is responsible for performing Recruitment and Human Resources related duties on a professional level and works closely with the Chief HR Officer. This position carries out responsibilities in the following functional areas: recruitment, employment, onboarding and general human resources. Duties are varied and require independent judgment and technical knowledge. The incumbent will spend a good deal of time interacting with external candidates by phone and in person. In addition, the incumbent will be interacting with all levels of the corporation in addition to external contacts. The incumbent is expected to work with a great deal of confidential and sensitive material. The incumbent may work closely with the supervisor to accomplish some tasks, but supervision is generally routine direction and guidance are furnished through regular conference. The incumbent is expected to develop work routines and complete assignments with minimal supervision and direction.

**JOB RESPONSIBILITIES/DUTIES:**

- Develops and maintains a network of contacts to identify and source qualified candidates.
- Conducts recruitment for all exempt and non-exempt personnel through placement of advertisements both internal and external, networking, search engines and communication with resource agencies.
- Coordinates with employment agencies for the effective placement of short-term employees.
- Must have knowledge of sourcing techniques using social media to include job boards, LinkedIn, Facebook and Twitter to identify and recruit talent.
- Identify and research new innovative and creative sourcing methods.
- Attends job fairs in the community and schedules internal job fairs for open positions.
- Reviews applications and screens applicants to match experience with job specific requirement.
- Research, analyze, prepare and present recruiting trends to management staff.
- Conducts background screening including reference verifications for selected candidates.
- Ensures that all required documents for new and terminating employees are prepared and processed in an accurate and timely manner,
- Knowledge of Federal EEO and state laws.
- Maintains and files employee personnel files to ensure all required information is contained within.
- Ensures compliance with I-9 Employment Eligibility Verification.
- Assist CHRO in organizing and managing annual open enrollment communications and election process.
- Assist CHRO with the administration of COBRA for group health plans.
- Will assist in conducting new hire orientation.
- Assist CHRO with internal investigations related to employee issues and/or grievances. Ensures that all documents related to investigations and/or grievances are maintained in a confidential file.

- Attend meetings related to employee discipline and/or terminations.
- Other duties as assigned by supervisor.

### **QUALIFICATIONS:**

- Bachelor's degree in human resource management or related field. PHR certification preferred.
- Two years of experience in a recruitment and human resource generalist role.
- Proven track record of placing candidates at all levels of administrative and professional positions.
- Must be proficient in conducting recruitment searches and matching candidates to job specific requirements.
- Experience with employment laws and best practices.
- Experience demonstrating knowledge and compliance with employee benefits.
- Work experience, the level of which would indicate the ability to communicate on a professional level, to establish and maintain effective working relationships with all contacts and to handle confidential information/sensitive issues.
- Experience demonstrating knowledge and compliance with employee benefits.
- Must have extensive computer skills and be proficient in Microsoft Office (Excel, Access, Word, Publisher, etc.).
- Must have good people skills.
- Ability to develop and maintain effective working relationships with individuals from a variety of cultural and ethnic backgrounds.
- Must possess a cell phone to use for business purposes.
- Must demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.
- Background compliant with requirements of the Department of Juvenile Justice.
- Valid Florida driver's license, clear driving record and current automobile insurance.

### **OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **PHYSICAL DEMANDS:**

- The ability to lift 10-25 pounds occasionally.
- Use of computer screen and keyboard 4-8 hour per day.
- The ability to hear and respond quickly to sounds.
- Close, distance and peripheral vision
- Frequent standing and/or sitting 4-8 hours per day.
- Other physical demands that are required are as follows: frequent stooping and/or kneeling and reaching.
- Schedule: Monday – Friday 9am-5pm with occasional evening/weekend hours to conduct job fairs, etc. when necessary or required.

**POSITIONS SUPERVISED:**

None

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date