



Douglas A. Thom Clinic, Inc.

HR Recruiter

Job Description

The human resources (HR) recruiter will oversee and is responsible for all aspects of recruiting for the organization. The recruiter plays a critical role in hiring the best possible candidates to meet agency needs. The recruiter will serve as the primary contact between Human Resources and program sites ensuring appropriate candidates are sourced, hired, and oriented to meet the organization's specific needs while providing the highest level of support to program directors and candidates.

Position Responsibilities

Recruitment:

- Manage all recruitment-related tasks, including position posting, creating job descriptions, screening applicants to evaluate if they meet the position requirements, and scheduling interviews.
- Maintain an updated understanding of laws governing recruitment including but not limited to the EEOC, Equal Pay Act, Pay Equity Law, ADEA, ADA, the Pay Disclosure Act, Immigration Reform, and Control Act, the "Ban the Box" law.
- Work with Director of HR and Director of Program Services to forecast agency recruitment needs and develop recruitment goals and execute initiatives/plans to address the needs.
- Work with program directors to understand their recruitment needs and understand key position requirements and source candidates accordingly.
- Ensure accurate and timely processing of new hires.
- Provide coaching and training to program directors and supervisors on recruitment and interview best practices.
- Manage recruitment database, provide data-driven metrics to help educate and guide decision-making including, cost per hire, time to hire, and retention.
- Work in collaboration with the Director of Development to maintain the career page of Thom's website and other recruitment platforms.
- Coordinate and implement college recruiting initiatives including creating, maintaining, and managing relationships with colleges and universities with the resultant effect of creating a candidate pipeline.
- Manage all career fair events, both virtual and in-person including, registering, attending, and managing resumes and the database.
- Work in collaboration with HR Director and Director of Program Services to manage the relationship with various job boards.
- Conduct regular follow-ups with program directors to determine the effectiveness of recruiting plans and implementation.



- Develop and maintain relationships (via college career centers, community events, career fairs) to be proactive in supporting the continual growth of a candidate pool.

Onboarding management:

- Prepare and provide required information to HR to initiate onboarding process.
- Work in collaboration with program directors to send offer letters to new hire and coordinate orientation attendance.
- Submit recruitment bonus change form for new hires if any, to the payroll team.
- Maintain in-depth knowledge of the benefits offered by Thom Child and Family Services.
- Submit new hire onboarding requests to Payroll and IT department.
- Other projects as needed.

Qualifications:

- Minimum of 5 years of related experience in recruiting and HR.
- Experience with networking and organizing career events.
- Experience with tracking and analyzing of recruitment related data.
- Experience with ADP's Workforce Now recruitment platform is preferred.
- Strong analytical and problem-solving skills.
- Proficiency with Microsoft Office Suite.
- Excellent communication skills and ability to work well with various personalities in a positive, professional manner.
- Must be able to handle multiple tasks concurrently, adapt to change, and prioritize duties.
- Strong organizational skills and excellent attention to detail.
- Ability to handle confidential and sensitive information.