

Lakeview Center, Inc

Job Description

Position #:

<b>Employee Name:</b>	<b>Division:</b> Administration <b>Department/AU:</b> 9382
<b>Working Title or Position:</b> Recruiting Partner	<b>Supervisor:</b>

**Status:** Non-Exempt

**Position Summary**

This position is responsible for providing high quality, full life-cycle recruiting services that include but are not limited to, sourcing, recruiting and screening applicants from entry-level to frontline leadership positions. The individual in this role will work from the corporate office and will work with multiple divisions and locations. This position requires strong organizational and interpersonal skills, and ability to work with others within and outside the organization while reflecting a professional image.

**Role Requirements (minimum qualifications required for an interview)**

- Bachelor’s degree in Human Resources and related fields with two years of experience. (Six years of Human Resources or Administrative experience may substitute for the degree).
- Prior recruiting experience preferred.
- Strong verbal and written communication skills.
- Must have strong interpersonal skills and experience using spreadsheets, recruitment tools and software.

**Position Function (reason position exists - supports department and organizational mission)**

This position is responsible for exercising discretion and independent judgment as an internal consultant to leadership in the identification and selection of appropriate candidates for entry to mid-level positions throughout the organization’s enterprise. Specifically duties include:

- Source, prescreen, and select qualified applicants to forward to hiring manager for interviews.
- Establish and maintain solid working relationships with hiring managers to remain knowledgeable of current and future hiring/business needs.
- Assist with writing and placing advertising for open positions in publications and with online vendors.
- Advise managers and employees on staffing policies and procedures.
- Review and assist with updating and/or writing job descriptions.
- Source applications from a variety of venues including job postings on job boards, social media, career web sites, state resources, and other possible channels that allow for maintaining.
- Compliance with affirmative action requirements.
- Discuss with applicants the details and requirements of a position. If needed, provide necessary.
- Information relating to the interview such as who they will be speaking with and where they will need to report.
- Facilitate the arrangements for travel and lodging when necessary.
- Review and approve requisitions for new and replacement positions.

- Review and approve hiring packets submitted by leaders.
- Calculate new hire pay rate and work with compensation specialist as needed.
- Make contingent job offers by phone and email pending the outcome of prescreening process.
- Coordinate post-offer/pre-employment screening, onboarding paperwork and new employee orientation.
- Track and share recruiting measures to monitor progress and areas of improvement.
- Participate in civic, social, and other groups deemed appropriate to provide information concerning job opportunities within our organization.
- Participate in local career fairs and other recruiting events.
- Attend and successfully complete all mandatory training requirements.

### Physical and Mental Requirements

While performing the duties of this job the employee is regularly required to sit, stand, and walk; use hands to handle or feel; reach with hands and arms; talk and hear. Vision requirements include close and classroom vision.

And:

- Must be able to work well under pressure, establish priorities and meet deadlines.
- Must have ability to focus on details and resist distractions.
- Long periods of sitting may be required.
- Ability to cope with anger/fear/hostility of others in a calm manner.
- Ability to cope with a high level of stress.
- Ability to cope with confrontation.
- Ability to handle multiple priorities in a stressful situation.
- Ability to assist with problem resolution.
- Must be able to lift up to 10 lbs.

The above 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.

### Employee's Signed Acknowledgement Of Receipt Of Present Job Description

**My signature below represents that I have read and understand my responsibilities and that I am able to perform the essential functions of this position.**

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**