

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Human Resources Coordinator

DEPARTMENT: Administrative Services

TITLE OF POSITION: Recruiting Coordinator

IMMEDIATE SUPERVISOR: Human Resources Manager

NORMAL WORKING
HOURS AND SCHEDULE: Fulltime M-F with flexibility with some Weekend hours as needed.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in Human Resources Management or related field preferred; 2) Minimum of four (4) years of HR generalists experience in a social service or related organization required; 3) Excellent organizational, attention to detail, and communication skills required along with a customer service orientation; 4) Knowledge of labor laws required and ability to learn Licensure regulations required; 5) Knowledge of computer programs including Microsoft XP and Excel and others as required; 6) Ability to maintain confidentiality; 7) Ability to work well with others, must be able to act as liaison between staff and management; 8) Minimum of four (4) years of recruitment, onboarding and retention experience required; 9) Ability to work independently, motivate others, handle many tasks concurrently, and meet deadlines; 10) Excellent interpersonal and communication skills required; 11) HR Certification preferred 12) Ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Oversees all recruitment for the organization managing all aspects of the recruitment and onboarding process including but not limited to:
 - a. Job postings on various platforms, managing costs and tracking all advertising expenses.
 - b. Seeking, planning and executing participation in job fairs, and recruiting events (to include colleges) and managing inventory of giveaways and all material for the booths.
 - c. Ensuring accurate tracking of all applicants including source and referral information.
 - d. Ensure accurate completion of all hiring paperwork, background checks, required registry checks, verification of all required employment eligibility. Licenses and certifications as needed, insurance and experience details, ensures all annual data bases and MVR & background checks are ran.
 - e. Offers based on openings and approvals from respective department directors/leaders.
 - f. Accurate completion and distribution of all payroll paperwork.
 - g. Ensure set up of email, key fobs, time clock/timesheet, IDs, Union cards.
 - h. PR-110 routing

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2. Tracks all necessary information to generate data around turnover to ensure accurate reflection of overall data and department/home specific data is captured and reported out monthly.
3. Works with the Human Resources Assistant providing guidance, resources, training and tools to ensure recruiting efforts are ongoing.
4. Ensures that all applicants have a positive and smooth onboarding experience.
5. Collaborates with department directors to identify and draft detailed and accurate job descriptions and hiring criteria.
6. Ensures HRIS is accurate with employee information (Including but not limited to Employment status, location, supervisor, pay rate, contact etc.).
7. Works closely with other members of the HR team, training team, Chief Organizational Development Officer, department leaders to ensure efficiency in recruiting, onboarding and retention efforts.
8. Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
9. Ensures completion of annual database checks and appropriate background checks to meet compliance.
10. Adheres to the Bargaining Unit Contract specifically to all recruiting and job posting guidelines.
11. Assists in maintaining all required licenses and insurance documents through an effective tracking system for respective departments.
12. Actively promotes a positive culture embodying compassion, teamwork, and excellence within the organization.
13. Works and communicates with all employees, visitors, vendors, and candidates of employment in a positive and professional manner, representing the organization positively
14. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
15. Exemplifies Corporation philosophy and follows all policies and procedures.
16. Performs related responsibilities, activities, and duties as required.

List of positions directly supervise.
If more than eight, list totals only.

Signature of Employee Date

Signature of Department Director Date

Form Pr-105
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