



**Position Announcement
Recruiting Interviewer
Human Resource Department**

Qualifications: A Bachelor degree (or 60 hours of college credit) in Human Resources (OR) High School diploma/equivalent and 3 years full time experience in a setting working with people with developmental disabilities will be considered.

Function: The Recruiter Interviewer is responsible for all aspects of recruiting, interviewing and decision making with a broad variety of positions with an emphasis on employee retention.

Status: Full time exempt position

Reports to: Director of Human Resources & Quality

Required Availability: Monday – Friday 8:30am – 5:00pm with some evenings and weekends as required.

Responsibilities: In order to maintain responsibility for all aspects of recruiting with a broad variety of positions with an emphasis on employee retention, the Recruiter will:

1. Identification of Agency Employment Needs
 - a. Establish open and professional relationships with supervisors
 - b. Understand type of candidate required for each location
 - c. Assess each supervisor, family and customer's requirements
 - d. Administer employment requisition and staffing allocation system
2. Establishment and Maintenance of Recruitment Opportunities
 - a. Utilize all community resources for employment/volunteer recruitment i.e. print ads, colleges, referral systems, churches, job fairs, internet
 - b. Distribute employment/volunteer opportunity information throughout community.
 - c. Maintain updated internal postings for all positions i.e. employment opportunity board, employment information line, website, voicemails
3. HRIS Management
 - a. Maintain recruitment and applicant tracking database
 - b. Generate & analyze recruitment and applicant reports as directed

4. Communication with Applicants
 - a. Correspond with applicants as required.
 - b. Insure proper completion of application process with all applicants
5. Management of Interview Process
 - a. Pre-screen applicants for qualifications
 - b. Set and conduct initial interviews for direct support positions.
 - c. Schedule interviews with supervisors as directed.
 - d. Provide immediate follow-up and tracking to determine the outcome of the interview.
6. Retention
 - a. Initiate job offer and New Hire Paperwork with new employee and insure a successful orientation to position and agency.
 - b. Provide follow-up with new employee and relay any concerns, as appropriate, to Director of Human Resources & Quality

Requirements:

- High level of proficiency with Microsoft Office applications i.e. Excel, Word, Outlook.
- Proficiency with use of the internet for job postings
- Excellent writing skills and professional presence.
- Reliable transportation, current vehicle insurance and valid driver's license for travel to job fairs and external interview locations.
- Successfully pass all required background checks for the position.

Compensation: \$2083 -\$2250 monthly

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To apply, send resume to the address above Attn: Becky Yarbrough or fax to 636-757-0556 or e-mail to beckyy@willowsway.org.

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