

Job Title/Position: *Recruiter*

Reports To: *Human Resources Director*

JOB DESCRIPTION SUMMARY

The recruiter is responsible for the recruiting of all staff for Custom Home Health and Custom Hospice.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Direct and support the administration on recruiting policies and procedures.
2. Ability to utilize recruiting websites, internet searches, job boards, social media, email blasts, cold calling and various ad campaigns to identify active and passive talent.
3. Responsible for sourcing candidates for a wide variety of skillsets.
4. Screening and conducting structured phone interviews for potential placements.
5. Coordinate all interviews between candidates and hiring managers.
6. Participate in networking activities, such as attending career fairs, industry expos and working with niche associations.
7. Generate a consistent pipeline of talent for current and future needs.
8. Recommend candidates to hiring managers, providing documentation/influence to support the decision.
9. Assist the Human Resources department with any other HR responsibilities.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. Bachelor's Degree in related field, preferred.
2. Exceptional organizational and multi-tasking skills.
3. Experience with full-cycle recruiting.
4. Excellent verbal and written communication skills.

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5. Strong work ethic.
6. Time management skills required.
7. Ability to interact effectively with all levels of health care professionals, management candidates and colleagues.
8. Must be empathetic, non-judgmental, tactful, responsible and organized.
9. Must understand the team approach and be a supportive team member.
10. Must have and maintain a valid Michigan Driver's License, maintain automobile insurance coverage and have access to a reliable automobile.

PHYSICAL DEMANDS

The physical 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee Signature

Date