

GRADE: 12
OFFICE: Legal and Human Resources

POSITION SUMMARY:

The Talent Acquisition Specialist is responsible for delivering all facets of recruiting success and other assigned Human Resources duties to the organization. Reporting to the Senior Director of Human Resources, the Talent Acquisition Specialist is responsible for supporting organization wide recruitment and talent acquisition strategies and activities to successfully attract, cultivate and recruit top talent for all of THD’s programs and operations. This will be achieved through the development of local, regional, and national recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. Achieves staffing objectives by recruiting and evaluating job candidates, advising managers, and overseeing the intern program. The Talent Acquisition Specialist will play a critical role in ensuring agency sustainability.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned, when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the external recruiting process and achieving staffing objectives by regularly networking with passive candidates, building a pipeline of candidates, and developing a strategy for open positions.
2. Establishes the recruiting strategy and work plan by studying organization plans and objectives.
3. Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media and internet sites; providing organization information, opportunities and benefits; making presentations; and maintaining rapport.
4. Evaluates applicants by discussing job requirements and applicant qualifications with managers and by studying job descriptions and job qualifications. Advises in the creation of a recruiting and interviewing plan for each open position.
5. Attracts applicants by placing job advertisements, using social media and job board sites. Networks through industry contacts, association memberships, job fairs and employees.
6. Manage pipeline activity and maintain data integrity, and proactively share data-centric updates with internal stakeholders. Provide management feedback on market trends
7. Determines applicant qualifications by phone screen or interviewing applicants; analyzing responses; verifying references; and comparing qualifications to job requirements.
8. Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; and emphasizing benefits and perks. Aids public relations in establishing a recognizable “employer of choice” reputation for the company, both internally and externally.
9. Manages intern program by working with managers to coordinate school agreements, student paperwork, and onboarding.
10. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
11. Conducts regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
12. Researches and recommends new sources for active and passive candidate recruiting. Builds networks to find qualified passive candidates.

13. Maintains all pertinent applicant and interview data in the applicant tracking system thru data entry and requisition creation. Maintain and document candidate activity and progress in Applicant Tracking System (ATS). Responsible for tracking the HR recruiting metrics.
14. Performs other special projects as assigned by the Sr. Director of HR.
15. Must be able to work as part of a team by serving as a backup and assisting in other HR positions.
16. Completes required training in support of duties and responsibilities of this position.
17. Manages and updates the job descriptions as needed. Composes and updates job descriptions in accordance with Department's salary structure, as needed/required. Updates the *HR Job Class Codes, Descriptions, EEO Risk Codes* form.
18. Completes other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education:

- Bachelor's degree in business, human resources, and Marketing preferred.

Experience:

- Three to five years of recruiting experience required in a professional environment.
- Experience in recruiting for nursing positions is highly desirable.
- Agency experience a plus.
- Knowledge of the functions of a working Human Resources department.

Knowledge and Skills:

- Must be able to maintain a high level of confidentiality at all times.
- Proficient in Microsoft Word, Excel, and Outlook, with a working knowledge of PowerPoint.
- Internet skills and job boards required.
- Ability to independently compose clear, concise correspondence. Knowledge of proper English usage, spelling, punctuation, and grammar with Excellent proofreading skills.
- Must be able to work independently with little direction and multi-task.
- Skills in concentrating and paying attention to detail, alphabetizing, spelling and writing legibly.
- Ability to follow oral and written directions and work effectively with others.
- Ability to solve practical problems, interpret instructions and perform mathematical calculations involving fractions, decimals, and percentages.
- Excellent interpersonal, customer service, and communication skills are highly essential.
- Skills in planning and organization of multiple duties and projects.
- Ability to manage multiple tasks and prioritizes workflow.
- Ability to work under pressure and meet deadlines.
- Ability to communicate effectively by directing and supporting internal and external customers with HR processes.

Certifications:

PHR, Professional in Human Resources or SHRM-CP is highly desirable.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with Executive Director, Associate Exec. Director, Directors and staff.
- Frequent internal contact with other HR personnel to provide and gather information.
- Frequent contact with staffing agencies, applicants, and students

PHYSICAL EFFORT:

Must be able to lift materials, boxes of records and equipment weighing up to 15-30 pounds. Some stooping, bending and squatting may be required when retrieving files. Sitting for periods of time, up to 3 hours. Repetitive hand motions associated with using a computer, keyboard, mouse, and telephone. Work assigned schedule while being punctual.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned computer hardware and software.

Reports to – Senior Director, Human Resources

WORKING CONDITIONS:

Working conditions are those associated with working in an office environment within a building with public access.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.

FLSA Status: *Exempt*