



To reach the pinnacle in our field, we must provide superior service to our clients, and this means employing the best people. As a member of the Zumbro House team, you are critical to our success. Through your dedication and performance, we can reach our goal of being the premier provider of services for individuals with developmental disabilities, mental illness and high supervision needs.

Zumbro House, Inc. strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with Zumbro House, Inc. and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our company will continue to grow and excel, and the clients we serve will continue to live happy, productive lives in the community. Although we certainly value previous experience in the field, we prefer to hire bright and caring individuals who are motivated to help others lead successful lives in the community.

Job Title: Recruiting Specialist

FLSA Classification: Non-exempt

Reports To: Onboarding and Training Manager

Last Updated: 12/23/2020

Job Overview

The Recruiting Specialist will be responsible for attracting, engaging, assessing, and assisting with onboarding new talent for Zumbro House, Inv. This position reports to the on boarding and Training Manager.

Essential Duties and Responsibilities

Employee Recruitment

- Recruit qualified candidates for vacant positions by ensuring online job advertisements are maintained and renewed regularly on Minnesota Jobs, MN Works, College job boards and social media.
- Offer suggestions and implement systems to improve recruiting process.
- Review job applications, vacancies, perform phone screens, interviews, and prepare new hires with pertinent information for new hire orientation.
- Assists in conducting interviews as needed.
- Research resume database and scrapes the web for potential candidates.

Database Management

- Consistently and accurately update staff vacancy list and staff phone lists.
- Maintain EEO Survey and Annual Compliance report weekly.
- Coordinate approved transfer requests with employee and the management team per transfer policy.
- Communicate with programming side to endure staffing levels.



General

- Answer telephone inquiries and calls.
- Respond to request for information.
- Handle sensitive information while maintaining confidentiality.
- Present information at meetings as needed.
- General office duties such as typing, filing, copying, and scanning.
- Perform administrative duties that support the employment and employee relation function.
- Manage Social Media accounts.
- Complete special projects.
- Perform other duties as assigned.

Required Skills/Abilities

- Exceptional client service skills/interpersonal skills with all staff/employees.
- Verbal and written communication skills
- Ability to pass DHS background study and maintain background clearance.

Education and Experience

- Two year degree required; additional training education.
- Experience working in the Human Services, Training, HR, or Education preferred.
- Minimum of one year office administrative support experience is preferred.

Because of the broad nature of this position, this job description is not intended to be inclusive of all job requirements and responsibilities. The Recruiting Specialist is expected to perform other job related duties as assigned.

I understand that my employment is probationary for 90 days following the date of hire.

I understand and agree to perform all tasks documented in this job description.

Employee Name (please print clearly)

Date

Employee Signature