



REGISTRY RECRUITMENT COORDINATOR

Reports To: Registry Supervisor
FLSA Status: Non-Exempt
Salary Range: \$54,745 to \$79,019

SUMMARY

Under the supervision of the Registry Supervisor, and as a member of a team, achieves caregiver staffing levels and goals by sourcing, recruiting, interviewing, and processing candidates to become Registry caregivers.

The ideal candidate will be self-motivated, action-oriented, with a positive attitude and excellent customer service and sales/persuasion skills. They must be able to work independently but also work collaboratively in a team environment. Candidate will provide continuous feedback, enter, and track data, prepare reports, and give input on value-added approaches to our strategic recruitment plan. The candidate must be creative and a change-forward thinker. Bilingual in English and Spanish is desired.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Responsible for attracting and hiring appropriate volume of qualified candidates using a variety of methods
- Consistently review, develop, and implement creative recruitment and retention methods in order to build and maintain a referral network
- Screen candidates by reviewing applications, performing phone and/or in-person screenings and helping them navigate through all onboarding processes
- Creates social media content, letters, flyers, handouts and other content for marketing and advertising
- Manage job ads and digital job board postings
- Evaluate applicant qualifications by interviewing applicants, analyzing responses, and comparing qualification to job requirements
- Work and collaborate with internal teams to understand hiring needs and process
- Develop and maintain professional networks
- Update job knowledge by participating in trainings, webinars, conferences, and reading professional publications
- Develop and/or implement effective recruitment strategies to improve upon best practices while providing accurate and thorough documentation on applicants using internal tracking software
- Meet or exceed daily, weekly, monthly activity metrics and objectives as set by management
- Participates in and organizes both virtual and in-person recruitment events such as job fairs, community events, community meetings, etc.
- Conducts phone interviews with new applicants, schedules and conducts in person interviews, completes reference checks and screenings, and makes recommendations regarding the selection of specific individuals for the Registry
- Places employment ads appropriately with guidance from supervisor

- Uses specialized computer applications to enter and retrieve information, generate reports; process eligibility determinations, and prepare and send correspondence
- Oversees the organization and maintenance of various Registry recruitment and other records and files both electronic and paper
- Maintains consistent, open communication with supervisor and other management to keep them apprised of recruitment goals, activities, overall status
- Serves as primary contact for agencies, community groups, and interested caregiver applicants
- Conducts presentations for recruitment of Registry caregivers
- Develop presentations for community partners and community events
- Communicate effectively, in English and Spanish is desirable
- May travel to various locations throughout San Diego County to advertise, recruit, and interview potential applicants

SUPERVISORY RESPONSIBILITIES

This position has no direct supervisory responsibilities.

INTERACTION

This position continuously interacts with their supervisor, Registry team, other Public Authority staff, and County IHSS staff, Registry applicants, caregivers (providers), consumers, the public, and various collaborative agencies.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Human Resources, Business or any other field providing the requisite education to fulfill the essential duties and responsibilities of this position is required. In addition, a minimum of one (1) year experience performing healthcare recruitment, sales, or human resources responsibilities is required. An equivalent combination of education and experience that provides the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong verbal, persuasion, written, and people skills; much of your job will depend on talking to people and writing clear and concise emails
- Ability to interact effectively across diverse cultures and populations
- Ability to use a computer, talk on the phone, and sit or stand for extended periods of time
- Ability to exercise tact, objectivity, sensitivity, strategy, and judgment to accomplish goals
- Ability to read, interpret and apply simple to complex instructions, procedures, emails, and other correspondence
- Ability to effectively present information in one-on-one and small group situations to clients, caregivers, PA staff and IHSS staff
- Proficient use of Windows operating systems and MS Office Suite programs including Outlook, Word, Excel, and PowerPoint
- General knowledge of advertising and recruiting for caregivers
- Ability to effectively curate content and utilize social media platforms, digital job boards and other systems to recruit applicants
- Ability to communicate fluently in English is required. Ability to communicate fluently in Spanish or other second language is desirable
- General knowledge of various socio-economic, cultural, ethnic, and disabled populations

- Ability to establish and maintain effective and coordinated working relationships with individuals, groups, and community agencies
- Thorough knowledge of business English and the ability to produce letters, report documents and other written correspondence from source materials
- Knowledge of clerical, office and record keeping procedures
- General understanding of elderly and disabled homecare needs and community services
- General knowledge of recruiting caregivers
- Ability to drive personal vehicle in the performance of duties
- Ability to maintain confidentiality and exercise appropriate judgment in answering questions and releasing information

OTHER REQUIREMENTS

Successful completion of Department of Justice criminal background check and a federal debarment and exclusion list review, possession of a valid class C California Driver's License, and ability to provide proof of current automobile insurance. Use of own vehicle may be required for personal transportation, and to store and/or transport outreach and/or training materials dependent upon work assignments.

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 sit, talk, hear, stand for extended periods of time, fine finger manipulation, reach with hands and arms, and stoop. Specific vision abilities include close vision, and ability to adjust focus and view information on a computer screen for long periods of time. Ability to lift and carry up to 40 pounds with or without assistance.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The hybrid work environment varies between an office setting and remote working from home. Travel using personal vehicle throughout San Diego County to attend various off-site meetings and events is required. Work schedule may vary based upon business needs and may include after hours or weekends.