

Good Shepherd Children and Family Services – St. Louis, MO

HR Recruiter

JOB SUMMARY

The Recruiter is responsible for managing the full life-cycle recruitment process for all assigned requisitions, both clinical and non-clinical, from staff-level up to Supervisory and Management-level positions. This role will lead efforts to develop, implement and execute hiring/sourcing strategies for all assigned positions and will work closely with hiring managers to ensure compliance with all applicable hiring laws and regulations as outlined by licensing and the EEOC. This position provides all services in accordance with the teachings of the Catholic Church.

DUTIES & RESPONSIBILITIES

- Develops and implements recruiting efforts, working closely with directors and hiring managers to identify staffing needs and maximize the effectiveness of the recruiting process.
- Develops and maintains a network of contacts as sources for qualified candidates, including coordination of outreach programs.
- Conducts screening interviews and/or handles entire interview process. Provides information about the organization, the position and position requirements to applicants. Works closely with directors and hiring managers to coordinate interviews with potential candidates.
- Maintains compliance with federal and state regulations concerning employment.
- Conducts external recruiting efforts, including maintaining relationships with schools, associations, and other recruiters. Represents the organization recruiting events.
- Coordinates and conducts new employee orientation, including all agency and state requirements.
- Coordinates retention initiatives.
- Participates and/or leads projects as required.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.
- Thorough knowledge of applicable federal and state employment laws.
- Effective interpersonal, verbal and written communication skills are necessary to interact with all internal and external applicants.
- Strong customer service commitment.

For more information or to apply for this position, please contact: Cameshia Covington at ccovington@gstl.org