



Caregiver Recruitment Specialist

Bilingual English/Spanish

Serving as a full-time recruiter for our well-established and rapidly-growing home care agency, the successful candidate will help meet our need for qualified certified nurse's assistants (CNA), home health aides (HHA) and homemaker-companions. Reporting to the Director of Human Resources & Staff Development, this new position calls for both office and field work to identify, enroll, train and retain qualified caregivers.

Essential Functions

You will help build a community of passionate and experienced caregivers for our client families in Fairfield-New Haven counties through these activities:

- Placing and managing multi-channel job postings
- Conducting in-person and phone interviews
- Drafting reports and making recommendations following interviews
- Representing the Agency at job fairs and other recruiting events
- Adhering to the Agency's recruitment policies and procedures
- Participating in orientation and on-boarding sessions
- Support in-service training classes
- Ability to perform one or a combination of the following actions within a given work day:
 - Able to walk moderate distances on a variety of terrain, in various weather conditions.
 - Able to climb multiple flights of stairs.
 - Able to sit for extended periods of time.
 - Able to drive up to 70-100 miles in a given day (on occasion)
 - Able to bend, climb, sit, stand, reach and get in and out of vehicle
 - Able to lift up to 50lb. intermittently
 - Drive defensively through various weather conditions.
- Able to utilize navigation tools for traveling effectively.
- Other duties as needed

Requirements

- Poised, articulate, gracious, energetic and team-oriented in communication and collaboration with the HR Director and other office staff are essential for success.
- Associate's or Bachelor's degree
- Bi-lingual: English/Spanish
- +2 years of recruiting/homecare/staffing firm/agency experience
- General office administrative skills
- Proficient in Microsoft Office Suite
- Able to multi-task and be comfortable working in a fast-paced environment.
- Strong time-management skills
- Driver's license and clean driving record
- Able to pass a national background check
- Prior experience as a CNA or HHA is desirable but not a requirement. Experience in health care or other service industry preferred.

To apply: Email your cover letter and resume to: Judy Ursini
Director, Human Resources and Staff Development
judy@caregivershome.com