



Position: Human Resources Recruitment Specialist

Reports to: COO, Residential & Recovery Services

Function: Supports program directors with staff acquisition, development, and retention for direct care positions.

Tasks:

- Supports program directors with recruitment including posting and updating job announcements, screening resumes, interviewing candidates, identifying potential candidates, and onboarding of new staff.
- Designs and implements recruiting systems for the organization.
- Develops and tracks goals for the recruiting and hiring process.
- Conducts regular follow-up with program directors to determine the effectiveness of recruiting plans.
- Coordinates and implements college recruitment initiatives.
- Collects, records and analyzes data providing periodic reports, as requested.
- Coordinates communication with employment applicants.
- Works closely with Human Resources to ensure timely communication and completion of hiring processes.
- Runs and analyzes reports related to staff acquisition and retention, identify obstacles to recruitment and retention.
- Collaborates with programs and Quality & Compliance department to place MA level interns.
- Attends job fairs.
- Duties as assigned.

Qualifications:

B.A and at least three years experience delivering social services or in human resources. Creative and detail-oriented team player with strong written and oral communication skills. Exceptional organizational skills, attention to detail and ability to deliver results in a timely manner, willingness to travel throughout the boroughs of NYC. Ability to work remotely with minimal supervision, computer literacy/ability to conduct remote interviews, flexibility evenings/weekends to attend job fairs. Familiarity with evidence-based practices in human services delivery preferred.

Salary: \$59,636 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

Carlos Garcia
COO, Residential & Recovery Services
Email: cgarcia@acmhny.org

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, crisis support, and supportive housing. ACMH seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

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