



Job Opportunity

Child & Adolescent Behavioral Health

Position: Recruitment and Retention Specialist

Overview

Now more than ever, mental and behavioral health care for kids is needed in our community. Child & Adolescent Behavioral Health is looking to meet the growing demands by hiring a full-time Recruitment and Retention Specialist.

As a member of our team, you will help children, youth and families successfully meet life's challenges by offering the support they need through hiring and retaining qualified staff. We are a collaborative network of child therapists, psychiatrists, PMHNPs, case managers, school staff, community partners and other mental health professionals working toward a common goal.

Together, we provide a positive environment for kids and their families to find health, hope and happiness.

We are looking for enthusiastic individuals to join one of the most innovative therapeutic mental health programs in Stark County. We offer a compassionate, supportive, accountable work environment to help you grow your career, along with a comprehensive benefits package that includes generous and affordable medical, dental, life insurance, retirement and paid time off.

Job Duties/Description

A successful Recruitment and Retention Specialist will work with the HR and Marketing Departments to fill job openings. The responsibilities of a recruiter include designing job descriptions, sourcing candidates through databases and social media, and keeping team abreast of candidate's status in the process. In addition to recruitment needs, the specialist will implement and generate strategies to maintain existing staff.

A successful recruiter has excellent interpersonal skills and is organized and detail oriented. A good recruiter can assess candidates' skills, experience and relevant knowledge and compare them to job requirements.

Responsibilities

- Developing and formatting job descriptions.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Creating advertisements and running ads on multiple social media platforms.
- Creating and dispersing recruitment materials.
- Generating unique and genuine retention strategies to help maintain existing staff.
- Researching advertising opportunities and working concurrently with the Mission Advancement Department to create successful campaigns.
- Tracking ad spends and boosted/sponsored job posts and submitting timely Purchase Requisitions.
- Sorting through applicants to fill open positions.
- Promoting the company's reputation and desirability as the perfect employment opportunity.
- Managing Handshake and creating new relationships with universities.
- Attending job fairs and creating in-house job fairs.
- Maintaining and sharing updated application grid with recruitment team.
- Advancing the company's vision, mission and guiding principles.
- Other duties as assigned.

Qualifications

- Must have a bachelor's degree in human resources, communications, marketing or similar field.
 - Preferred minimum of 3-5 year of experience in the field.
 - The ability to design and implement recruiting strategies.
 - Experience creating marketing material and Adobe products preferred.
 - Excellent communication skills.
 - Good interpersonal skills.
 - Good decision-making skills.
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Salary Range/Compensation: Based upon experience.

Hours: Full-time. Some evening/weekends.

Deadline to apply: August 20, 2021.

Send résumé to: Mary Frazier Rhodes, HR Administrative Assistant -
mfrazier@childandadolescent.org

Questions to: Jodi Santillo, LPCC-S, Chief Operating Officer -
jsantillo@childandadolescent.org

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