

## **FUTURECARE HEALTH AND MANAGEMENT CORPORATION**

**Position Title:** Director of Talent Acquisition

**Classification:** Exempt

**Reports To:** AVP of Human Resources

**Position Summary:** The Director of Talent Acquisition is responsible for strategically and proactively managing the continuous volume of recruiting needs and branding FutureCare as an employer of choice as well as proactively working with facility leadership to implement effective recruiting programs and efforts.

### **Qualifications:**

- Bachelor's degree; Health Care related field or Marketing or Sales related field required.
- 2+ years of progressive experience in areas of recruitment or related area such as sales/marketing, emphasizing program development, creative sourcing, training, external relationship building and increasing the standards of entry-level direct support and management hires.
- Excellent communication skills (both verbal and written) and a demonstrated ability to influence others while developing positive relationships at all levels of the organization.
- High level of energy, ability to work independently and manage multiple priorities in fast-paced setting. Customer focused, strong organizational skills. Strong computer skill and analytical skills, including ability to develop and coach staff.
- Ability to mentor, consult, and influence management on recruiting objectives.
- Experience in mentoring interns and candidates of unique profiles to ensure cultural assimilation, high-potential capability, career paths, and overall satisfaction
- Experience with managing professional recruiters.
- High level of comfort with applicant tracking, HRIS, and recruitment systems
- Experience with digital, search engine, social media, print, and video marketing techniques and strategies.
- Ability to quantify and accurately report objectives and marketing results.

### **Working Conditions:**

Works in a well-lighted and well-ventilated environment. Sits and walks most of the working day. Must be able to lift a minimum of 25 pounds. Subject to frequent interruptions and will be required to attend events outside of the office and at variable times during the day.

### **Duties and Responsibilities:**

- Duties and responsibilities of this position include, but are not limited to the following tasks and assignments:
- Collaborate with internal and external stakeholders as well as hiring managers to develop and deploy organization-wide recruiting and sourcing strategies.
- Based on analysis, needs assessment and outcomes, oversee recruitment strategies including, social media, utilization of on-line marketing /branding such as the company's web site, programmatic and re-targeting efforts, Google/bing ad words, job boards, direct mailing efforts, cold calling, third party resources, bill boards, radio, video, print media, flyers and other relevant branding/advertising efforts related to recruitment.
- Based on analysis and organizational goals, develop new recruitment strategies for sourcing candidates, screening resumes, interviewing on both the HR and business levels, parameters for risk on experience vs. credentials.
- Provide follow-up with management on new candidate profiles and query on resumes rejected for follow-up interviews once vetted by Corporate Recruiter and/or HR.
- Provide tracking and hands-on mentoring for recruiting coordinator and senior recruiter, managers and candidates who are hired to assure cultural assimilation, colleague receptivity, career planning, and overall success.
- Directly partner with organization leaders and HR business partners to build, understand and recruit for key positions within the organization in the present, and in the future.
- Partner with HR colleagues and leaders to identify talent pipeline concerns, development opportunities and areas of high potential.
- Steward a positive end to end candidate experience (sourcing, screening, interviewing, selection and on-boarding) follows best-in-class practices and enthusiastically communicates the employment value proposition.
- Develop and enhance the onboarding experience for all employees, including providing expertise on the effective cultural integration of new employees.
- Lead efforts to continuously improve the selection process with tools, interview guides, testing and interview training that improves overall selection results.
- Establish strong working relationships with external talent sources to ensure organization attracts top students from local colleges and universities particularly those with

healthcare programs. Coordinate internal resources for campus visits, career fairs, college recruiting and networking social events.

- In cooperation with Education, participate as appropriate under-graduate and graduate intern programs both for school credit and summer employment.
- Manage all external relationships, related to recruiting including executive recruiters, staffing agencies, and retained search firms.
- Negotiate contracts with vendors and manage all relationships and contracts related to recruiting and talent acquisition and make recommendations to the AVP of HR for final approval.
- Utilize systems to accurately capture, store, and analyze data across recruitment function to drive talent acquisition strategy forward.
- Manage applicant tracking system to ensure efficiency and data integrity.
- Build and maintain a foundation of talent acquisition analytics to provide the insight to continuously improve the recruiting marketing strategy.
- Manage, grow, and develop the Talent Acquisition/Recruitment team to ensure top level recruiting support for all levels of the organization.
- In collaboration with HR business partner, conduct exit interviews, analyze resignations, and propose strategies for retention. Implement effective retention strategies to improve retention and identify and recommend staff for internal promotion.
- In collaboration with HR business partner, develop on-going branding strategies.
- Provide direct recruitment for management and highly specialized level jobs.
- Actively manage talent acquisition processes including requisitions, job postings and outreach, including providing counsel and guidance regarding recruiting market trends and source methodology.
- Analyze the usage of executive recruiters and staffing agencies and develop a strategy that defines when a search is best served by using an outside resource, manage recruitment process when using outside resources.

I have read and understand the functions and requirements of this position. I understand that this is not to be considered an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Signature of

Employee: \_\_\_\_\_ Date: \_\_\_\_\_