

# JOB POSTING

The Florida United Methodist Children's Home  
Is currently seeking applicants for the following position

## Recruiter

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through wholistic care.

### SUMMARY

The Recruiter is responsible for the full life-cycle of the Recruitment function by staffing the organization, identifying human capital needs and providing an adequate supply of qualified individuals for jobs in the organization while analyzing the exit of employees' cycle. The incumbent will lead the different stages of job analysis, sourcing, screening/selection, and on boarding by using creative sourcing methods (internal and external); in addition to analyzing and monitoring employees' turnover and its impact to the organization. The Recruiter will ensure compliance with labor laws and Federal, State and agency regulations.

### EDUCATION

- Bachelor's Degree in Human Resources/Personnel Management, Business Administration, Public Administration, Psychology and/or related fields, preferable.
- Minimum four (4) solid years' of recruiting experience, preferably in a supervisory level; or
- Any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities to successfully perform the job

### QUALIFICATIONS

- Knowledgeable in employment law, procedures and recruitment strategies
- Excellent active listening and communication skills, verbal and writing, English (Spanish a plus)
- Strong interpersonal and presentation skills
- Proficient in Microsoft Office Suite, including Word, Excel, Access, PowerPoint and VISIO
- Functional working experience with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS), etc.
- Strong analytical, critical and forward mindset
- Ability to work with a high volume of candidate information in a fast-paced, deadline-oriented environment
- Attention to details
- Sensitivity to the service population's diversity, cultural and socioeconomic characteristics
- Result driven
- Experience in conducting different interview methods (structured, competency-based, behavioral, stress, panel, etc.) and selection processes among others.
- Strong team player
- Available to travel to other FUMCH worksites (within Florida State)

### CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Florida Driver's License
- SHRM CP, preferred
- Notary Public, preferred

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in identifying recruiting needs by working with the Director of Human Resources in studying the organization's strategic plan and annual goals/objectives
- Collaborate with department leaders and proactively identify future hiring needs/status
- Perform job and task analysis to document job requirements and objectives
- Create, write, draft and continuously revise job descriptions
- Revise job posting requests by drafting job post and posting all job openings via different job boards, journal newspapers, colleges, etc. (internal and external job postings)

If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources

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- Attract and build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport
- Develop advertising programs (internal and external) to ensure high visibility with potential candidates
- Direct the efforts of employment agencies and search firms, including negotiating and controlling employment-related fees
- Screen resumes and evaluate applicants by discussing and comparing qualifications to job requirements and applicant qualifications and refer to hiring managers
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule (i.e. via phone or in-person, etc.)
- Coordinate, conduct, follow-up and timely obtain all candidate job related personal and professional references, and background screenings.
- Careful monitoring and tracking of all documentation and paperwork that must be in evidence in an employee's personnel file to meet State licensing requirements and accreditation standards
- Communicate important employment information during delivery of employment offers (e.g., benefits, compensation, references checks, background screening, among others)
- Monitor job offers and compensation practices; emphasize benefits and perks
- Assist in managing intern programs
- Onboard and follow-up on new employees to support full integration into the organization
- Develop and conduct related training programs for managers with a goal of improving recruiting and hiring efficiencies including tracking and reducing turnover
- Data entry and maintenance of the HRIS regarding all new hires and employee transactions including internal transfer processes, promotions, demotions, terminations, etc.
- Manage application/resume file and retention according to company policy and regulations including on-time delivery of candidate with a "No Further Interest" notification.
- Calculate retention, turnover and internal mobility rates and present recommendations
- Research, analyze, prepare and present hiring and related HR metrics/analytics by providing the relevant facts that will allow sound decision-making processes (i.e. time to hire/fill, vacancies, turnover, compensation, and related data)
- Process and coordinate with Payroll all employee related changes/transactions, including, but not limited to, new hires, terminations, merit increases, by preparing required paperwork and process documentation ensuring on-time HRIS data entry and Payroll process integration
- File all compliance reports with the state and federal government including EEO-1 report
- The Recruiter will also analyze employees' exiting the organization through various statistical methods that result in recommendations that minimize organizational turnover and morale impact

## SECONDARY DUTIES AND RESPONSIBILITIES

- Assist the Director of Human Resources in establishing goals for retention of personnel and in charting the rate of staff turnover
- Actively supports a culture of respect, civility, safety and quality/excellence in the workplace
- Support the HR Team in other HR tasks, projects, functions
- Work with the QA/Compliance Officer relating to the organization accreditation compliance
- Participate in planning, coordinating and assisting various employee relations' activities and employee satisfaction and social initiatives
- Participate in development of annual recruiting and department budget

## SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities for at least one direct staff

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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