



Title: Home Care Services Recruiter, FT
Reports to: Operations Manager
Salary: \$35K - \$40K based upon experience

We are seeking a motivated and outgoing Recruiter to join Surrey's home care services team. You will collaborate with our Home Care Operations Manager and staff to develop strategies for finding quality caregivers, companions and housekeepers, screen candidates' qualifications, interview, vet, orient and onboard all qualified candidates Other job duties include maintaining an active database of potential hires, sourcing job boards, attending job fairs, networking and following all governmental regulations concerning hiring practices.

Duties and Responsibilities

- Collaborate with the home care team to create effective strategies for attracting quality talent
- Utilize online resources, such as social media, as well as traditional job placement sources to find candidates
- Screen candidates to narrow the field for specific job openings
- Keep accurate records on candidates and the processes followed
- Lead all activities to retain employees once hired

Requirements and Qualifications

- High school diploma or GED certificate; an associate or bachelor's degree is preferred
- 1+ years of health care recruiting experience is a plus
- Excellent communication and organizational skills
- Attention to detail
- Ability to work independently and with a team
- Surrey Services helps older adults to live with independence and dignity and to continue as active members of the community. The Home Services Department is looking for an individual to assist in ensuring clients receive the best care and support throughout the aging process.

Surrey is an Equal Opportunity employer. Cover letter and resumes should be sent to Paula Giles at pgiles@surreyservices.org. Also, please indicate where you found this job posting.