

Wabash Area Development, Inc.
Job Description

Job Title: Recruitment Specialist
Department: Head Start/Early Head Start
Reports to: Head Start /Early Head Start Director
Grade Level: Grade VII
Prepared by: HS/EHS Director
Prepared date: 04/03/23
Approved by: Executive Director
Approved date: 4/13/23

Summary: Responsible for performing, monitoring, and creating recruitment plans and activities for enrollment of slots and hiring of staff for the Head Start / Early Head Start program.

Essential Duties and Responsibilities include the following:

Utilize and update the existing recruitment plan for all staff to follow for filling Head Start and Early Head Start slots.

Assist in training Head Start/Early Head Start staff on recruitment, ERSEA-related topics, confidentiality, and the selection policy.

Create and maintain record of recruitment events and successful recruitment tracking to analyze success and recruitment efforts.

Compile and assess monthly recruitment reporting for the HS/EHS program to be reported to the Policy Council and Board of Directors.

Use data to determine the most successful child recruitment events offered by the program to use effectively.

Determine the need and inform sites of recruitment activities and ideas to provide enrollment opportunities to children and families.

Compile Program Information Report (PIR) data as required by Director.

Assist in ensuring full program enrollment and maintenance of a sufficient wait list.

Assist with organizing the ERSEA Committee as well as provide input to the ERSEA Committee to develop agency selection criteria.

Assist the ERSEA Coordinator in preparing Head Start job openings and vacancy packets.

Recruit new staff by attending local job fairs, WADI hiring events, scheduled speaking events, and local staffing events to advertise WADI as an employment opportunity.

Utilize hiring platforms with approval from the Executive Director to expand job openings to more applicants.

Use data to determine the most successful hiring events offered by the agency to use effectively.

Attend staff meetings and in-service training as requested by Director. Attend college classes as negotiated with Director.

Maintain confidentiality regarding child, family, staff and/or agency matters.

Any other duties as assigned to ensure smooth program operation and/or to assist with coordination of other agency sponsored services.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Design – Generates creative solutions; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner.

Project Management – Develops component workplans.

Technical Skills – Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality; remains open to others' ideas and tries new things.

Oral Communication - Demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; contributes to building a positive team spirit.

Delegation – Delegates work assignments; matches the responsibility to the person; provides recognition for results.

Leadership – Inspires and motivates others to perform well; gives appropriate recognition to others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); continually works to improve supervisory skills.

Cost Consciousness – Works within approved budget.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Education: High School Diploma / GED required. Salary based on salary schedule, education, and experience.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of ChildPlus software; Database software; Internet software; Inventory software; and Word Processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor's Signature

Date