

Position Description:

Renaissance Behavioral Health Systems, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Human Resource Recruitment Assistant** to join our organization in the Jacksonville Area. This is an entry level position and is an ideal opportunity for someone new to the field of Human Resources.

Employees work together and support one another in a friendly, team-oriented atmosphere that supports professional growth. We offer an ideal workplace for individuals dedicated to providing services that reflect our core values of compassion, integrity, and excellence. Candidates for the **Human Resource Recruitment Assistant** position will require excellent customer service, communication, and organizational skills.

This position participates in the recruitment and selection process for Renaissance Behavioral Health Systems and Mental Health Resource Center. This position also performs a variety of tasks in order to support the daily operations of the Human Resource Department.

Duties of the Human Resource Recruitment Assistant position include, but are not limited to:

Recruitment:

- Tracks all open positions and coordinates advertising needs with the Human Resource Manager. Writes job postings in cooperation with managers, prepares and submits job postings. Updates and monitors any additional posting sites or company information pages.
- Monitors agreements with outside posting agencies and obtains quotes for agreements. Reviews the quotes and makes recommendations to the Vice President and Manager for renewals.
- Provides updates of employment postings to IT each week within required timeframes to ensure website postings are accurate.
- Screens and processes employment applications and resumes for both internal and external applicants in a timely manner. This includes screening and routing information to the appropriate managers for review, completing first calls, reviewing employment files, and scheduling interviews.
- Interviews with managers for open positions to assist in the selection process. Ensures that EEO guidelines are followed in interviewing and selection process.
- Ensures the timely completion of position requisitions, references, degree verifications, motor vehicle checks, license verifications, and criminal background screens for potential employees. May obtain additional background information as advised by supervisor.
- Makes offers of employment, completes related paperwork such as scheduling background screening, salary assessments and offer letters, and arranges for new hire paperwork. Coordinates employment start dates with managers.
- Sends out appropriate letters and/or forms on resumes, employment applications and interviews. Stores and purges applications and resumes in accordance with policy and procedures.

- Creates paperwork and correspondence related to employment changes such as transfers, promotions, benchmarks, or changes in status.
- Creates and updates Open Position listings for distribution at RBHS/MHRC facilities and external agencies. Ensures Open Position binders have all required information, are complete and are in good condition.

New Hire Process:

- Manages new hire paperwork by ensuring accurate completion of all paperwork to include; I-9 forms, benefit forms, RBHS/MHRC specific forms, and making ID badges. Completes E-Verify entry and Florida New Hire Reporting. Ensures employees supply all required documents at paperwork session. Performs needed follow up on letters, forms or documentation.
- Establishes and helps to maintain an employment file, a confidential file and a medical file for each employee.

Administrative:

- Provides telephone coverage for the Human Resource Department. Greets applicants, employees, and visitors.
- Advises management and employees on company policies and procedures, using the handbook and policy manuals as a guide.
- Provides information to employees about company benefits. Participates in annual open enrollment.
- Coordinates with managers to ensure the timely review and update of job descriptions for assigned positions.
- Ensures employee compliance of required paperwork for fingerprinting, DMV/Insurance tracking and other requirements as identified in file audits or during daily work. Performs needed follow up with phone calls, emails, memos, or letters when necessary.
- Coordinates with managers and makes arrangements for temporary clerical and support staff. Reviews bills from staffing agencies and confirms with managers for payment. Forwards approvals to Accounts Payable.

Position Requirements:

In order to be considered, candidates must have a Bachelor's degree in Business or Human Resources. Experience in human resources and/or recruitment preferred.

Two years of experience in an office setting using Microsoft Office required. Proficiency in Microsoft Office, Outlook, and use of the Internet.

Strong communication skills and writing skills are essential. This individual must be able to interact appropriately with internal and external customers, including employees, supervisory staff, job applicants, and other department professionals.

Departmental paperwork must meet internal and external guidelines for content, accuracy and timeliness.

Position Details:

This position is a Full Time position: Monday through Friday, 8:00am to 5:00pm.

This full time position offers a comprehensive benefits package.