

Position Description:

Renaissance Behavioral Health Systems, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Human Resource Recruiter** 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 Recruiter position will require excellent customer service, communication, and organizational skills.

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

Recruitment Responsibilities:

- Tracks all open positions and coordinates posting needs with the Human Resource Manager. Prepares and submits job postings to external job board sites. Updates and monitors any additional posting sites or company information pages.
- 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. Provides weekly job posting updates for company website.
- 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, training, and arranges for new hire paperwork. Coordinates employment start dates with managers and sends confirmation emails.
- Stores and purges applications and resumes in accordance with policy and procedures.

Training:

- Provides training on human resource related topics and helps oversee New Employee Orientation
- Creates, updates and provides additional training on topics including customer service and management skills.

Administrative:

- Coordinates with managers to ensure the timely review and update of job descriptions for assigned positions.
- Provides information to employees about company benefits and participates in annual open enrollment.
- Provides telephone coverage for the Human Resource Department. Greets employees, applicants and visitors.
- Advises management and employees on employment related policies and procedures, using the Human Resource Manual and employee handbook as a guide.
- Creates paperwork and correspondence related to employment changes such as transfers, promotions, benchmarks, or changes in status.
- Coordinates with managers, obtains required approvals, and makes arrangements for temporary support staff.
- Provides administrative support by assisting with completion of new hire paperwork sessions.

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.

Experience in an office setting using Microsoft Office is 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.

Frequent drivers must have a valid driver's license and no more than 8 points on their license for any combination of violations. The State of Florida designates RBHS as unable to be the primary automobile insurance provider for frequent drivers, but may provide secondary coverage.

For the safety of frequent drivers, they must provide evidence of automobile liability insurance coverage equal to or exceeding \$200,000 combined single limits or \$50,000/\$100,000/\$50,000 split limits.

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.

