

**POSITION DESCRIPTION**

**Position Title:** Recruitment Specialist

**Reports To:** Employment Manager

**Business Unit:** Envision, Inc.

**POSITION SUMMARY (Briefly describe the purpose of the position)**

Responsible for all aspects of recruitment to ensure Envision attracts, hires and retains diverse talent while growing a strong candidate pipeline. Provide support towards Envision’s strategic goals by collaborating with internal and external stakeholders.

 **RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE (List in order of importance)**

* Partner with hiring managers at various locations to gather initial intake in order to assess and maximize effectiveness of the recruiting process.
* Review employment applications in relation to position requirements ensuring candidates are measured appropriately.
* Coordinate direct labor work trials and associated travel logistics for potential legally blind candidates nationwide.
* Collaborate with the Employment Manager to analyze and extend offers of employment to selected candidates. Initiate the new hire pre-employment process upon candidate acceptance. Process pre-employment including background screens, health screens, references etc. as required per compliance.
* Maintain candidate workflow status, correspondences and interview data within Paycom.
* Proactively develop and foster a network of innovative recruitment sources that serve the blind or visually impaired community in order to attract and recruit diverse candidates.
* Serve as backup regarding creation and status of internal requisitions and internal/external job postings. Strong proficiency within Paycom to support troubleshooting as needed.
* Provide professional coaching and guidance for employee career growth within the upward mobility program.
* Administer Ability One direct labor Individual Eligibility Evaluations annually.
* Ensure compliance with all federal, state and local practices, laws and regulations including OFCCP and VEVRA.
* Flexibility to perform other duties as assigned.

**JOB REQUIREMENTS INCLUDE (List as required or preferred)**

**Education:** Bachelor’s degree in Human Resources, Organizational Psychology, Business or related field preferred; High School Diploma required

**Experience:** Three to four years experience in a Human Resource and/or Recruiter role; non-profit experience preferred.

**Knowledge/Skills:**

* Must demonstrate a commitment to service, organization values and professionalism through appropriate conduct and demeanor at all time.
* Strong ability to work with all levels of employees
* Strong problem solving, critical thinking and customer service skills
* Ability to initiate process improvements and manage multiple tasks
* Effective time management skills in order to meet deadlines
* Maintain high level of attention to detail and accuracy to ensure data integrity
* High level proficiency in Microsoft Word, Excel, Outlook and HRIS systems
* Excellent verbal and written communication skills
* Must possess the ability to:
* Work well under pressure with a sense of urgency
* Work in a team oriented and collaborative environment
* Manage multiple conflicting priorities and deadlines
* Handle data with confidentiality

**Licenses/Certifications:**

* PHR certification preferred

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: \_0\_\_

Number of Subordinate Supervisors Reporting to Position: \_0\_\_

**VISION REQUIREMENTS INCLUDE (check one)**

 ***Can be performed with or without assistive technology:***

\_**X**\_ Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.

\_\_\_Required to perform activities such as: operating machinery and/or power tools at or within arm’s reach; performing non-repetitive tasks such as carpentry work or repairing machinery.

\_\_\_ Required to review/inspect own assigned work, the work of others, or facilities or structures.

 ***Requires normal (or corrected to normal) vision/acuity:***

**\_X**\_\_ Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

*This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.*

**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| Stand | [ ]  | [x]  | [ ]  | [ ]  |
| Walk | [ ]  | [x]  | [ ]  | [ ]  |
| Sit | [ ]  | [ ]  | [x]  | [ ]  |
| Bend/stoop | [ ]  | [x]  | [ ]  | [ ]  |
| Climb | [x]  | [ ]  | [ ]  | [ ]  |
| Reach above shoulders | [ ]  | [x]  | [ ]  | [ ]  |
| Squat/crouch/kneel | [ ]  | [x]  | [ ]  | [ ]  |
| Push/pull | [x]  | [ ]  | [ ]  | [ ]  |
| Lift | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |
| Carry | [ ]  | [x]  | [ ]  | [ ]  |
| Usual amount | [x]  <10 lbs | [ ]  11-25 lbs | [ ]  26-50 lbs | [ ]  51+ lbs |

***Employee must use hands for repetitive action such as (please check all):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Right | Hand | Left | Hand |
| Simple grasping | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |
| Firm grasping | [ ]  Yes | [x]  No | [ ] Yes | [x]  No |
| Fine manipulation | [x]  Yes | [ ]  No | [x] Yes | [ ]  No |

**WORKING CONDITIONS INCLUDE**

***In an average workday, employee is exposed to (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | None | Occasional | Frequent | Constant |
| General shop or store conditions | [x]  | [ ]  | [ ]  | [ ]  |
| General office environment | [ ]  | [ ]  | [ ]  | [x]  |
| Humid, extreme hot/cold temps (non-weather) | [x]  | [ ]  | [ ]  | [ ]  |
| Outdoor weather conditions | [x]  | [ ]  | [ ]  | [ ]  |
| Fumes or airborne particles | [x]  | [ ]  | [ ]  | [ ]  |
| Fluorescent lights | [ ]  | [ ]  | [ ]  | [x]  |
| Moving, mechanical parts | [x]  | [ ]  | [ ]  | [ ]  |
| Toxic chemicals | [x]  | [ ]  | [ ]  | [ ]  |
| Loud noise intensity levels | [x]  | [ ]  | [ ]  | [ ]  |
| Risk of electrical shock | [x]  | [ ]  | [ ]  | [ ]  |
| Travel for job | [ ]  | [x]  | [ ]  | [ ]  |