



## HUMAN RESOURCES RECRUITING SPECIALIST

Location: New City, NY 10956

Division: Administration/Human Resources

Status: Full-Time, Non-Exempt

### **Build a brighter future...For those with special needs AND for yourself!**

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

The **Recruiting Specialist** will be responsible for the recruiting of candidates to fill vacancies and anticipated vacancies within the agency. He/she will coordinate with HR staff to identify program needs for staffing. He/she will be the primary staff member tasked with posting of job openings, reviewing resumes, scheduling interviews, administering employment applications and the referral of applicants to hiring managers. The Recruiting Specialist will represent Jawonio at various job fairs and be the primary contact for Career Services at various local colleges, high schools and technical schools.

### **Education & Experience:**

- Bachelor's degree in Human Resources or related field
- 2+ years of experience in Recruiting and/or Human Resources
- Combination of relevant experience and education.
- Additional consideration may be given to candidates who are bilingual and/or fluent in American Sign Language

### **Additional Requirements:**

- Must be proficient in the use of Outlook and Office Suite. Prior experience with HRIS (UltiPro) a plus.
- Daily access to a vehicle.
- Valid NY/NJ Driver's License for at least 2 years with driving record acceptable by agency and insurance requirements.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.



## **How to Apply:**

Please send resumes to:

Jawonio Inc

Human Resources Department

260 N. Little Tor Road

New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to [jobs@jawonio.org](mailto:jobs@jawonio.org)

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

**Please Understand:** Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

*For a full listing of all open positions at Jawonio, please visit us online at [www.Jawonio.org/careers](http://www.Jawonio.org/careers)*