



Family Service
SUPPORT. STRENGTHEN. SERVE.

Date posted: 12/07/18

Date closed: 01/07/19

Or when filled

Job Title	Human Resources Coordinator, Recruiting
Requisition Number	2018-0056
Department/Program	Human Resources
Location	San Pedro Office, 702 San Pedro, San Antonio, Texas 78212
Position Type	Full-Time, Exempt
Work Days/Hours	Monday-Friday, 8AM - 5PM with occasional nights & weekends
Pay Rate	\$40,000 Annually
Job Summary	The Human Resources Coordinator, Recruiting is responsible for managing all facets of the recruiting process throughout the Agency, including sourcing, screening, interviewing, and referring qualified candidates for all agency positions while ensuring practices are infused and aligned with Trauma-Informed Care successful practices and innovative Brain Science research. This will be achieved by employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. Ensure all recruitment activities are aligned with agency goals, objectives, and values, as well as with Equal Employment Opportunity, Contractual and Federal Law, organizational and employee development and compensation.
Competencies & Skills	<p><u>Achievement Focus:</u></p> <ul style="list-style-type: none"> Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals. <p><u>Customer Service:</u></p> <ul style="list-style-type: none"> Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service. <p><u>Change Management:</u></p> <ul style="list-style-type: none"> Develops workable implementation plans. Communicates change effectively. Builds commitment and overcomes resistance. Prepares and supports those affected by change. Monitors transition and evaluates results. <p><u>Continuous Learning:</u></p> <ul style="list-style-type: none"> Assesses own strengths and weaknesses. Seeks feedback to improve performance. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others. <p><u>Diversity Commitment:</u></p> <ul style="list-style-type: none"> Demonstrates knowledge of EEO policy. Shows respect and sensitivity for cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce..
Qualifications & Experience	<p><u>Required</u></p> <ul style="list-style-type: none"> Bachelor's degree in Human Resources or related field required. Three (3) to five (5) years' experience recruiting for positions at all levels; and experience recruiting in non-profit organizations preferred. Proven candidate sourcing and relationship building skills. Excellent computer skills in a Microsoft Windows environment (Excel, Word); and proven skills in database management and recordkeeping. <p><u>Preferred</u></p> <ul style="list-style-type: none"> Professional in Human Resources (PHR) or Senior Professional in Human resources (SPHR) certification strongly preferred. Fluency in English and Spanish (read, write, and speak) highly desired.

Interested applicants should send resume/application to:
crodriguez@family-service.org
(Please include **Job Title** and **Requisition Number** in correspondence)
Equal Opportunity Employer