



LONG-TERM CARE FOUNDATION OF WASHINGTON STATE JOB POSTING

The Long-Term Care Foundation of Washington State invites applications for the position of:

Recruiting Specialist

SALARY: \$50,000.00–\$60,000.00 per year

OPENING DATE: December 7, 2021 until filled. Application Review begins December 15, 2021

OFFICE LOCATION: Tumwater, WA

The mission of The Long-Term Care Foundation of Washington State is to improve and develop access to high-quality long-term care services through public awareness, community connections, and a well-supported long-term care workforce.

We are looking for someone who is passionate, purposeful, and collaborative to join our growing team as our Recruiting Specialist. This is a permanent, full-time position offering flexible scheduling and the opportunity to work remotely. Health insurance and retirement benefits are negotiable.

The Recruiting Specialist serves as the Long-Term Care Foundation’s primary recruiting resource for adult family homes in Washington State. Working under the supervision of the Workforce Development Manager to advance established strategic objectives, the Recruiting Specialist is responsible for posting job advertisements, screening applicants, interviewing candidates, and scheduling interviews for candidates with adult family home providers. The Recruiting Specialist will also help provide HR support and guidance to adult family home providers, identify qualified candidates through various recruiting and sourcing strategies, and build and maintain relationships with long-term care workers.

ESSENTIAL JOB FUNCTIONS

- Develop and manage end-to-end **recruiting** for open and new positions using tools provided to source top talent and optimize company fit and candidate selection. Recruit using traditional and non-traditional recruiting methods to find, engage, and assess candidates. Develop effective, creative, and thorough recruiting strategies by partnering with adult family home providers and hiring managers.
- Serve as an **HR resource** for adult family home providers seeking HR support and guidance by tracking, reporting, and responding to calls and correspondence, building effective working relationships with adult family home providers and the workforce development network, assisting in the assessment and development of resources to meet the needs of adult family home providers for employment support, and in the planning and execution of events to promote and support Long-Term Care Foundation workforce development efforts.

ADDITIONAL JOB FUNCTIONS

- Work with other members of the Foundation’s team to develop and disseminate messaging and marketing materials to promote Long-Term Care Foundation workforce development efforts
- Gather, analyze, track, and report on recruitment efforts from various sources, including word-of-mouth networking, advertising, job fairs, Long-Term Care Foundation events and messaging
- Coordinate and/or deliver training on topics related to recruiting and workforce development
- Manage special projects as requested and perform other duties as assigned
- Participate in continuing professional development through appropriate in-person and/or online training

REQUIRED QUALIFICATIONS

- Associate's or bachelor's degree in business administration, human resources, or a related field
Equivalent experience may be substituted in lieu of the educational requirement.
- A minimum of two years experience in human resources, recruiting, and project management
- Knowledge and experience in effective job posting strategies and resources, resume building, drafting job descriptions, interviewing, networking, and social media
- Proficiency in Microsoft Office, online training/meeting tools, and basic internet research techniques
- Excellent communications, public speaking, and customer service skills
- Able to maintain productive relationships with clients, colleagues, partners, volunteers, and the public
- Able to work with a team, analyze information, and make appropriate decisions
- Able to work independently on a variety of projects simultaneously and meet deadlines in a dynamic, fast-paced environment
- Able to demonstrate flexibility, creativity, and follow-through
- Able to demonstrate integrity, diplomacy, initiative, and an absolute commitment to confidentiality
- Able to exercise sound judgment, demonstrate tact when dealing with others, accept responsibility, and give careful attention to detail
- Able to advocate for and represent The Long-Term Care Foundation in a variety of settings
- Able to travel locally and regionally as needed to perform job duties

DESIRED QUALIFICATIONS

- Knowledge of long-term care and the adult family home model
- Knowledge of Salesforce
- Knowledge of ProviderOne payment system

WORKING CONDITIONS

- Regular office hours are 8:00 a.m. - 5:00 p.m.
- Work involves regular public contact and may be fast-paced and stressful at times, particularly during periods of high volume or tight deadlines
- Washington State driver's license, proof of insurance, and access to a dependable automobile for occasional travel locally and regionally

This job posting in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential job functions may change when necessary or appropriate.

APPLICATION PROCESS

Please provide the following information:

- A **cover letter** expressing your interest in the position and describing your qualifications
- A **current resume**
- Three or more **professional references**

Please direct the above information as well as any questions you may have about the position to:

Shereice Brown
Workforce Development Manager
Long-Term Care Foundation of Washington State
shereice@ltcfwa.org

The Long-Term Care Foundation of Washington State is an Equal Opportunity Employer.