



Recruiter

Full Time

Smithtown, LI, NY. Developmental Disabilities Institute, a not-for-profit human services organization provides special education and therapeutic assistance to children and adults with developmental disabilities and autism throughout Suffolk County. We currently have an opening for a high energy professional to work in our **Smithtown** location.

This full time position requires the ability to work in a fast-paced high-volume recruitment department. Successful candidate will attend job fairs and open houses as well as other community events in an effort to promote DDI and recruit candidates. Experience with the recruitment and selection screening of applicants as well as excellent follow up skills is required. Knowledge of employment law as applicable to interviewing required. Collection, input and reporting of applicant data required.

Flexibility in work schedule is required as some events may take place outside of normal work hours. Typical Hours are 9am to 5pm – Mon – Fri.

Qualifications:

- Associates degree in Human Resources Management
- One to two years' experience in Human Resources required
- One-year experience in high volume recruitment and selection of staff
- Knowledge of Human Resource laws pertinent to the recruitment/selection of staff
- Must have a professional demeanor, with excellent verbal and written platform presentation skills
- Valid NYS driver's license.
- Ability to work independently with little supervision

Responsibilities:

1. Maintains and distributes college and community postings.
2. Attend job fairs, open houses, on-site interviews and community events.
3. Presents general orientation as well as other in-services/trainings as needed.
4. Tracking and distribution of applications/resumes, paper and electronic.
5. Sourcing viable candidates and facilitating their application for employment with DDI.
6. Scheduling of interviews for programs as needed.
7. Development of recruitment strategies in conjunction with Employment Manager to attract both active and passive job seekers to DDI.
8. Input and Collection of data for source of hire report.
9. Participate in recruitment/retention events as assigned.
10. Process employee related programs which may include Recruitment Incentive Program, or other initiatives or records as assigned: maintain program documentation and records
11. Written correspondence.
12. May expand to include interviewing, selection, credentialing, and placement of new hires as needed.
13. Must be familiar with agency policies and procedures to discuss wages, working conditions, and promotional opportunities with applicants.
14. Must keep informed of EEO and affirmative action laws such as ADA.
15. Other projects as assigned.
16. Local travel required.

Apply online at ddiny.org
An EOE m/f/d/v