

## **Recruiter**

Full-Time | Smithtown, NY

Developmental Disabilities Institute, DDI, is one of the largest providers of care to children and adults with Autism, developmental disabilities and other special needs. DDI has been a part of Long Island for over 50 years serving over 1,500 children and adults with Autism, other developmental disabilities and special needs. DDI provides innovative and expansive services to our population through various residential services, day habilitation programs and vocational services.

### **In this role, you will:**

- Responsible for high volume/full cycle recruiting to include interviewing, selection, and placement of new hires as needed.
- Analyzes information provided on a prospective employee's resume/application form, schedules and conducts a personal interview.
- Determines the suitability of the applicant for employment. Performs further background checks to gain adequate information on which to base a selection decision. Takes into consideration previous experience, education, etc.
- Determines salary based on salary structure.
- Maintains continuous communication with management to determine current and future recruitment needs.
- Maintains and distributes college and community postings.
- Explores new avenues for recruiting.
- Establishes and maintains ongoing relationships with various community business and educational organizations to help promote Agency's public relations and networking resources.
- Schedules and attend job fairs, open houses, on-site interviews and community events
- Tracking and distribution of applications/resumes, paper and electronic.
- Sourcing viable candidates and facilitating their application for employment with DDI.
- Scheduling of interviews for programs as needed.
- Development of recruitment strategies in conjunction with Recruitment Manager to attract both active and passive job seekers to DDI.
- Input and collection of data for source of hire report.
- Participate in recruitment/retention events as assigned.
- Assist with employee related programs which may include Recruitment Incentive Program, or other initiatives or records as assigned: maintain program documentation and records and maintain database.
- Must be familiar with agency policies and procedures to discuss wages, working conditions, and promotional opportunities with applicants.
- Must keep informed of EEO and affirmative action laws such as ADA.
- Performs other related duties as required and assigned.
- Local travel required.

### **We require:**

- Three-years of 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.
- Ability to work independently with little supervision at times.

**Recruiter**, to apply visit our website at [www.ddiny.org](http://www.ddiny.org) and click *Join Our Team!*  
An EOE.