

Recruitment Manager

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:

- Supervise Recruitment and Onboarding Staff.
- Develop innovative recruitment strategies to attract quality candidates for positions at the agency.
- Develop and analyze recruitment metrics to identify areas of need and provide the appropriate resources to those areas; prepare reports for management review.
- Implement full life cycle recruitment in programs where needed.
- Oversee the management of recruitment agencies to assist with our temporary needs.
- Liaison with advertising agency, on-line recruitment sites, print ad companies and other external vendor providing recruitment advertising services.
- Coordinate and oversee all agency recruitment activities/events.
- Work closely with Program Directors to identify and understand the needs of the programs/residences.
- Identify areas where more efficiencies can be created to speed up recruitment/onboarding process.
- Ensure compliance with all state and federal discrimination and employment regulations.
- Oversee and maintain a recruitment budget.
- Other duties as assigned.

We require:

- Bachelors' Degree in Human Resources or related field or 5 years managerial experience in HR.
- Five (5) years of experience with high volume recruitment and interviewing.
- Ability to multitask; detail oriented; professional demeanor.
- Must be able to work independently and prioritize assignments based on urgency.
- Effective oral and written communication skills, strong analytic skills and ability to present in front of groups.
- Computer proficiency and technical aptitude with the ability to utilize MS Word, Excel and Power Point.

Recruitment Manager, to apply visit our website at www.ddiny.org and click *Join Our Team!*
An EOE.