

SENIOR RECRUITER - Bilingual

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.

Responsibilities:

- Responsible for high volume/full cycle recruiting to include interviewing, selection, and placement of new hires as needed.
- Schedules and conducts personal interviews.
- Determines the suitability of the applicant for employment.
- Determines salary based on salary structure.
- Conducts pre-employment reference checks captures all new hire paperwork.
- Maintains and distributes college, community postings and job boards.
- Assist with overseeing recruitment agencies to assist with our temporary needs.
- Explores new avenues for recruiting.
- Establishes/maintains ongoing relationships with various community business and educational organizations to help promote Agency PR and networking resources.
- Schedules/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.
- Development of recruitment strategies in conjunction with Recruitment Manager to attract both active and passive job seekers to DDI.
- Participate in recruitment/retention events
- Must be familiar with agency policies and procedures to discuss wages, working conditions, and promotional opportunities with applicants.
- Presents general orientation, new hire gathering and other in-services/trainings as needed.
- Supervise Recruiters
- Oversee all agency recruitment activities/events
- Local travel required.

Qualifications:

- **Bachelor's Degree**
- **Four years of experience as a HR Recruiter**
- **Minimum of one-year supervisory experience**
- Thorough knowledge of English (grammar, spelling, and punctuation, etc.) as well as fluency (verbal/written) in the second language (Spanish).
- Knowledge of Human Resource laws pertinent to the recruitment/selection of staff.
- Professional demeanor, with excellent verbal and written platform presentation skills.
- Valid NYS driver's license.

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