



HR Recruiter

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter is waiting for you! Since 1901, The Children's Shelter has touched countless lives and every year, serves over 4,000 children and parents. Become part of a growing team providing high-quality, trauma-informed care for children and families.

The HR Recruiter, will provide recruiting support to all of the operations of The Children's Shelter. Responsible for achieving staffing objectives by recruiting and evaluating job candidates. In addition, the HR Recruiter will help support Human Resource operations and objectives that will provide an employee oriented, high performance culture that emphasizes safety, compliance, retention and employee engagement.

Responsibilities Include:

- Working with HR Director, create and implement an overall recruiting strategy for the agency.
- Collaborate with department directors/managers to determine current and future staffing needs.
- Prepare recruitment materials and post jobs to appropriate job boards/newspapers/social media etc.
- Collaborate with Public Relations to ensure accurate posting on appropriate agency website.
- Perform in-person and phone interviews with candidates.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitude.
- Administer appropriate position assessments when necessary
- Assist department staff with performing reference and background checks.
- Assist with coordinating interviews with the hiring managers when needed.
- Perform job and task analysis to document job requirements and objectives; develop and update role descriptions as needed.
- Create and maintain strong partnerships with area employment agencies, industry associations, colleges, universities and other key stakeholders to ensure staffing goals are achieved.
- Create and maintain management reports for staffing; proactively provide updates on recruiting efforts.

Requirements:

- Minimum of an Associate's degree, or certified in a Human Resources or related program
- At least 3 years of related hands on experience with various selection processes (interviewing, reference check etc.)
- Knowledgeable of HR laws and regulations
- Computer skills: Microsoft Office (Word, Excel, Power Point)
- Strong oral and written communication skills
- Strong proofreading, organizational, and multitasking skills
- Ability to engage and communicate effectively with persons from diverse cultures and communities
- Some evening and weekend work may be required to accommodate night/weekend shifts.
- Bilingual preferred
- Valid driver's license, reliable transportation and auto insurance

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.chshel.org or in person at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm