



Job Title	Recruitment Specialist
PVN ID	HO-1605-001165
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Allied Health Career Pipeline Program
Status	Full Time
Annual Salary	\$33,000.00 - \$43,000.00
Hour(s) a Week	35
Closing Date	Nov 30, 2016 (Or Until Filled)

General Description

The US Department of Health and Human Services (HHS) awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients. The HPOG Allied Health Career Pipeline Program is seeking a Recruitment Specialist to go into the community to outreach to organizations, businesses and other local establishments to locate and identify potential participants who will most benefit from our services. The Recruitment Specialist will manage and facilitate the outreach and recruitment efforts and activities for HPOG. He/she will recruit students for program enrollment, attend and participate in outreach and recruitment events, establish partnerships with community agencies, follow-up with potential participants. He/she will also manage and maintain outreach and referral tracking system, including collecting and compiling accurate outreach and recruitment data.

Other Duties

- Manage outreach and recruitment activities for allied health courses
- Identify recruitment sites and attend events
- Identify and establish relationships with community partners
- Conduct program presentations at various events
- Identify eligible participants for the program, interpret standards and guidelines to potential participants, answer questions, obtain consent for services, and makes referrals based upon program requirements
- Participate in monthly Community Board meetings and become members of community committees and groups

- Maintain tracking tool of all activities
- Create recruitment reports
- Travel as required for community activities
- Flexible weekly evenings required and occasional weekends

Qualifications

Core Competencies:

- Ability to work under deadlines, with changing priorities
- Ability to establish community networks and deal effectively with community groups
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports
- Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others
- Ability to use computer or other systems to accurately log and monitor participant progress
- Ability to work in a team, as well as work independently

Qualifications:

- HSD or HSE with relevant experience. Associate's Degree preferred
- Extensive outreach experience required
- Demonstrate cultural competence in effectively working with diverse populations.
- Experience in adult human services and/or with diverse populations in low-income neighborhoods
- Comfortable doing public speaking and making presentations
- Ability to travel and work evening and occasional weekend hours
- Ability to represent the department positively through a strong, student-centered ethic.
- Well-organized
- Team-player with creative problem-solving skills
- Proficient in Microsoft Office

Position will remain open until filled.

