



Recruiter- Human Resources

**Expected Pay Range: \$40-49K (+/-, depending on experience)
Greater Philadelphia Area**

**Expected on site/ in field 4 days per week at Offices in Jenkintown, PA &/or West Chester, PA
Reports to: Human Resources (HR) Generalist (Operations Team). Supervises: N/A**

We are an innovative company, passionate about improving the lives of children and families impacted by autism spectrum disorder (ASD). We're improving service delivery with a focus on quality, training, development, and providing a great place to work. We have a strong clinical team, and a robust team of administrators that provide support to our teams. Our organization started in 2019 and has grown enough to need a dedicated Human Resources team. A key role within our HR team, our recruiter, is responsible for the following duties:

Job Duties

- Recruit qualified candidates based on agreed upon company targets.
- Develop and execute on a first in class recruiting and retention strategy.
- Develop job postings, job descriptions, research salary ranges, and position requirements based on company and location needs.
- Assists with job posting and advertisement processes.
- Source and screen qualified candidates to fulfill the open roles within the company.
- Coordinate/design the interview process to the point of hire, delegating tasks within.
- Perform reference checks as needed.
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations.
- Manage/Lead the monthly onboarding training for new staff during virtual instruction sessions and as a physical support during in-person sessions.
- Manage onboarding and new hire processes, including employment documentation compliance. Establish/maintain a filing system.
- Assist with Install/management of the performance management process for all staff.
- Recruit & on-board staff and supervisors within performance standards.
- Assist with the offboarding process.
- Coordinate both virtual and in person staff engagement events.
- Assist with policy/procedure for the HR team.
- Provide on-site presence in office settings and in-field activities as needed, with a target of 4 days per week.
- Assist HR Generalist with various HR functions.
- Assist key personnel with training opportunities and hiring events.
- Other duties as assigned by supervisor or designee.
- Prepare monthly reports for leadership meetings.





Initial Projects (over time)

- Position description alignment
- Talent Acquisition plan (TAP) / talent management plan
- Recruiting strategy

What Makes Acclaim Autism Different?

- Work from home when appropriate
- Receive tuition reimbursement & annual CEU stipend for training, conferences, or other courses
- Receive full benefits (Health, Dental, Vision, Retirement / 401k with company match, paid parental leave, paid time off, event discounts, and much more)
- Strong culture of training and feedback
- High levels of expected growth

Benefits

You are the most valuable resource within our organization. You make the biggest impact for the families we serve. We invest in you, your development, and give you opportunities to grow & move in the business. In addition:

- Paid time off
- Quarterly bonus
- Tuition reimbursement / CEU & conference stipend
- Ongoing free training & development
- Retirement / 401k company matching
- Health, dental & vision benefits for full-time employees (waiting period applies)
- Employee assistance program (EAP)
- Paid parental leave
- Discounts on event tickets, national parks, movies, and more

Qualifications

- Bachelor's degree in a related field, or relevant work experience
- Excellent verbal and written communication skills
- Experience with online design software (preferred)
- Ability to create and implement sourcing strategies for recruiting a variety of roles
- Excellent time management skills with a proven ability to meet deadlines
- Ability to pass required clearances

We are an equal opportunity employer. We do not discriminate against applications, including discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, sex or other.

