



Foster Care and Shared Living Caregiver Recruitment Specialist

ABOUT THE JOB

The Foster Care and Shared Living Recruitment Specialist thrives on leading from the front as a strategic thinker, solid communicator, and results-driven problem-solver. The Recruitment Specialist is passionate about the organization's mission and possesses a solid commitment to effectively serving a culturally diverse population.

This Recruitment Specialist will be responsible for the recruitment of high-quality foster parents and shared living caregivers utilizing a multi-pronged approach. This individual will have the ability to utilize Microsoft 365 to track and monitor recruitment activities. The Recruitment Specialist will demonstrate the ongoing ability to adapt the recruitment strategy to best serve the needs of the organization. The Recruitment Specialist understands marketing and recruitment principles and possesses the knowledge to leverage technology and social media, as well as traditional recruitment methods.

Location is flexible within Massachusetts

KEY RESPONSIBILITIES

- Develop and implement a marketing plan for the recruitment of prospective foster care and shared living caregivers.
- Establish, coordinate and conduct recruitment activities designed to attract diverse candidates while adapting the approach as needed.
- Analyze the target market and develop strategies to deliver our recruitment message to the target market primarily leveraging technology and social media, while including community-based outreach, events and information sessions.
- Research and remain consistently aware of current local and national trends in foster care and shared living recruitment.
- Develop a solid understanding of the critical components of foster care and shared living, including policy and regulatory requirements.
- Create tracking tools and reports for all activities, monitoring ongoing efficacy of strategies and outcomes and adapt as needed.
- Collaborate with program leadership to gather information regarding program-specific needs, goals and strategies.
- Responsible for immediate follow-up to potential inquiries.
- Participate and/or host occasional evening and weekend recruitment events and activities.

QUALIFICATIONS

- A minimum of a Bachelor's degree is required with 2 years of marketing experience
- Excellent time management skills and ability to multi-task
- Experience with community outreach
- Strong ability and desire to work well with a culturally diverse population
- Prior experience working in foster care or child welfare, a plus
- Displays sensitivity to the needs of clients client's families, visitors, volunteers, and other persons with whom the employee may interact
- Demonstrates both problem solving and problem prevention
- Demonstrates the ability to think outside of the box and formulate ideas while maintaining a solution-focused demeanor



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- Self-motivated and self-directed with a solid ability to work independently
- Strong communication, presentation, and interpersonal skills
- Flexible to host and/or participate in occasional evening and weekend recruitment events and activities
- **Detail Oriented:** Demonstrate accuracy and thoroughness; monitor own work to ensure quality and organization. Strong attention to detail while multi-tasking
- **Communication Skills:** Clearly and persuasively communicate, listen and seek clarifications; participate in meetings, write clearly and informatively
- **Initiative:** Demonstrate ability to work independently and as part of a team; exhibit sound and accurate judgment, including prioritization and time management skills. Able to provide support to multiple team members simultaneously
- **Computer Skills:** Advanced level proficiency with Microsoft Office Suite, ability to learn and adapt to new technologies
- **Customer Service:** Prioritizes internal and external interactions and responds appropriately
- **Professionalism:** Work well in a fast-paced environment; treat others with respect and consideration; accept responsibility for own actions; positive attitude
- **Flexibility:** Able to multi-task in a changing work environment. Manage competing demands and unexpected events. Willing to change approach to best fit the situation

OTHER REQUIREMENTS

- Daily access to an automobile is required
- A valid MA State Driver's License
- Clearing of background checks as required by state and federal law.
- Commitment to our organizational vision, missions, and program

BENEFITS

HopeWell offers a comprehensive total rewards package that values employee wellness, work-life balance, and continuous learning. Benefits include ***student loan pay-down assistance***, tuition reimbursement, funding for professional development, as well as a full suite of healthcare benefits, and generous paid-time-off.

To apply, please submit an application:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/536859/HopeWell-Inc/Foster-Care-and-Shared-Living-Caregiver-Recruitment-Specialist>