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**JOB DESCRIPTION**

POSITION TITLE: Recruitment Specialist

FLSA Designation: Non-Exempt

EEO Category: Professional

SOC: 21-1021

Last Reviewed/Updated: 01/24/2023

**Job Summary:**

A highly independent position with primary responsibility for the recruitment and initial screening of new Foster and Adoptive Families. The position will serve as the primary point of contact for potential Foster and Adoptive Families and will work with each potential family as they begin the licensing or adoption process with a high degree of professionalism and enthusiasm for the process. Working with the Outreach Recruitment Specialist, this position will help develop, implement, and track a Recruitment Marketing plan for children assigned to PSF caseloads, as well as work with all families who are beginning the fostering or adoption process. This position reports directly to the Recruitment and Outreach Manager. There will be one Recruitment Specialist for Circuit Three and one Recruitment Specialist for Circuit Eight.

*The position may involve acquiring, accessing, using and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**Mission:** To enhance the community’s ability to protect and nurture children by building, maintaining and constantly improving a network of family support services.

**Vision:** To be a recognized leader in protecting children and strengthening families through innovative evidenced-based practices and highly effective, engaged employees and community partners.

**Core Principle**: To recognize that more can be done with communities and families as partners.

**Competency**: Identifies and understands what resources are available, and builds and maintains effective working relationships with a network of systems.

**Core Functions:**

* Assist in the development, implementation, and tracking of a recruitment marketing plan in Circuits Three and Eight.
* Communicate with potential Partner and Adoptive Families in a positive and professional manner daily, with a strategic emphasis on using a customer service approach.
* Working with the licensing and adoption teams, track the success of each family in terms of completing the foster or adoption process. Use this data to guide conversations and recruitment initiatives.
* Aid the Outreach Recruitment Specialist in exploring and developing partnerships with faith-based entities and schools within PSF’s 13 county coverage area who are willing to serve as recruitment bases from within their members and staff and to support their families once licensed.
* Develop and deliver presentations related to Partner and Adoptive Families as requested in the community.
* Work to determine the most successful and appropriate recruitment methods by analyzing data.

**Core Principle**: To commit to accountability using outcomes to measure performance and improve practice.

**Competency**: Commitment to ensuring accountability and a results-based orientation.

**Core Functions:**

* Coordinate and track implementation of the recruitment/marketing plan.
* Under the direction of the Recruitment and Outreach Manager progressively take on creation and analysis of social media marketing as a means of recruiting Partner and Adoptive Families.
* Develop cohesive messaging and engaging graphic designs utilizing recruitment best practices. Analyze data to determine success of different initiatives.

**Core Principle**: To respect the diversity of all children and families in the community.

**Competency**: Ability to lead and model diversity. Respect for each person’s dignity, individuality, and right to self-determination.

**Core Functions:**

1. Display understanding of, and sensitivity to, service population’s culture and socioeconomic characteristics.
2. Support and promote the Partnership’s mission, vision and values; and uphold the professionalism of the organization at all times.

This list of essential functions is not intended to be exhaustive. The Partnership for Strong Families reserves the right to revise this job description as needed to meet actual job requirements.

**Minimum Qualifications:**

REQUIRED:

1. Bachelor’s Degree from an accredited college or university, with a major in Community Development, Human Development, Human Services, Psychology, Sociology, Social Work, Public Relations, Marketing, Communications, or related field.
2. One year of related marketing, public relations, community relations, development, social services, or recruitment experience.
3. A valid Florida’s driver’s license, an acceptable driving record and accessibility to reliable transportation.

PREFERRED:

* Two years of related marketing, public relations, community relations, development, social services, or recruitment experience within the social service sector.
* Experience working in the non-profit sector, coordinating special events, and utilizing social media for marketing purposes.
* Experience utilizing Adobe Suite Software, including InDesign and Illustrator.

**Skills:**

1. Ability to work independently
2. Excellent organizational and project management skills
3. Excellent written and oral communication skills
4. Excellent interpersonal and communication skills with diverse populations
5. Ability to motivate and generate enthusiasm in others
6. Ability to work a flexible schedule to meet programmatic needs
7. Ability to travel within Circuits Three and Eight
8. Knowledge of local communities

**Physical Requirements:**

 Sitting 40%

 Standing 25%

 Mobility (moving between internal offices) 25%

 Kneeling/Bending/Stooping 5%

 Reaching, overhead 5%

Speaking [x]  Yes  [ ]  No

Hearing [x]  Yes  [ ]  No

Reading Comprehension [x]  Yes  [ ]  No

 Ability to Lift and carry up to 30 pounds.

 **Travel:**

 Same Day Occasional

 Overnight Infrequent

 Nights and Weekends Infrequent

 Infrequent (2 to 3 times year)

 Occasional (2 to 3 times Month)

 Frequent (2 to 3 times Week)

PFSF is an Equal Opportunity/Affirmative Action/ Drug Free Work Place and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527. Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**Drug Free Workplace:**

PSF maintains and enforces a Drug-Free Workplace program. New employees are required to be drug tested prior to employment. In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Date**