HR Coordinator/Recruitment Specialist (P/T)
FirstLight Home Care of West Suburban Boston, Needham, MA

FirstLight HomeCare delivers a unique brand of high-quality and compassionate in-home care through carefully selected, screened, and trained professional caregivers and home health aides. FirstLight HomeCare is a company built on the strength of its people. We look for individuals with a passion for excellence, who will help make us the best we can be, and who will bring our clients exceptional care and compassion every day.

We are seeking a **Human Resources Coordinator/Recruitment Specialist** who will be responsible for the recruitment of caregivers, as well as conducting and maintaining all procedures and requirements of the hiring process as well as maintenance of employee records for our caregiver team.

Position Type: Part-time, Exempt position
Reports to: Director of Client Care Services
Work Hours - 20 hours per week—Schedule TBD

Job Responsibilities:

- Develop and place job advertisements in various online sites
- Recruit new caregivers through current caregiver team
- Attend job fairs at CNA schools and other fairs where appropriate
- Manage online database system for applications, track and maintain renewals of necessary paperwork, certifications and licenses.
- Run background checks
- Check applicant references
- Work with FirstLight Office staff to organize and conduct staff orientations and trainings
- Respond to phone calls to applicants interested in employment
- Search websites and job search sites for possible caregiver candidates
- Interview new applicants and coordinate completion of applications and all required paperwork
- Confirm documents pertaining to work status and education
- Process files in a timely manner
- Maintain employee files and records according to company standards
- Educate caregiver staff on company policies and procedures

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- Work closely with Care Coordinators regarding hiring needs
- Document employee updates and communication
- Inform Payroll Department and Client Care staff of employee status changes
- Communicate with supervisor of any employee concerns which may impact the care of any client and/or the reputation of the company

Job Requirements:

- Bachelor's degree
- A compassionate attitude toward the care of the sick and elderly
- Experience with recruitment and/or human resources a plus but not necessary.
- Ability to work in a fast-paced environment.
- Must have the ability to communicate clearly and effectively and work closely with a multicultural staff
- Ability to multi-task and demonstrate effective time management and organizational skills.
- Self-starter, flexible, and the ability to work effectively with team members, senior management, communities, and outside vendors.
- Must pass background and drug and alcohol screening

FirstLight Home Care of West Suburban Boston is a friendly and upbeat team-oriented working environment.

Proudly serving the West Suburban Boston communities of Needham, Newton, Brookline, Wellesley, Weston, Wayland, Lincoln, Concord, Bedford, Medfield, Dover, Westwood, and Dedham (with a service area which extends from Quincy up to Woburn, and surrounding communities).

FirstLight HomeCare of West Suburban Boston is an Equal Opportunity Employer.

Interested candidates should send resume to Steve Stern at sstern@firstlighthomecare.com