

Award winning Home Instead Senior Care in New Braunfels Seeking a Warm/Caring Full-Time Recruitment and Hiring Supervisor to join our office team that employs CAREGivers that Assist Local Seniors Living in their Homes! Join us in our vision of Giving Hope, Help and Heart in Every Moment.

The successful applicant is expected to independently work on recruiting and hiring, and assist with retaining CAREGivers. The applicant must be able to perform all duties in a personable and professional manner as well as create a positive personal work experience for CAREGivers. The successful applicant will be responsible for the following activities:

- Handle all caregiver job inquiries with a warm, caring, personal touch
- Assist with online and out of office recruitment, application, and interview processes
- Create and maintain all employee hard copy and electronic personnel files in accordance with Company and government requirements
- Coordinate new hire processes and assist in onboarding activities, including organizing and verifying pre-employment documentation and employee checks
- Assist with scheduling caregivers from time to time
- Must be willing to be a fill in CAREGiver if needed
- Must be willing to share in weekday and weekend rotating on call if needed

Previous job experience in screening job applicants, hiring, and employee personnel record creation and maintenance is required. Experience in hiring or managing part-time workers in a healthcare/senior field is a plus. Must be proficient in Microsoft Word, Power Point, Outlook and other basic computer functions. The Human Resources Administrator position offers weekday full-time hours. The salary rate of pay is \$28000 plus depending on experience and education.

Benefits Include:

- Competitive wages with performance bonuses
- Paid vacation and holidays
- Be a part of a Caring.com award winning office

For more information on the local Home Instead Senior Care, see our website (www.homeinstead.com/366)

Thank you for your interest and we look forward to speaking with you.