

Talent Acquisition Coordinator

Location:	Frederick, Maryland
Department:	People & Culture
Posted:	01/19/2024
Location Name:	Frederick
Wage Max:	64,900.00
Wage Min:	51,900.00
Position Type:	Full Time

Position Title: Talent Acquisition Coordinator

Employment Status: Full-time

Reports to: Talent Acquisition Manager

Agency Division: People & Culture

FLSA Status: Non-Exempt

Pay Grade: 3

SCI Summary: SCI supports people with disabilities, behavioral challenges, medically complex needs, transitioning youth, the elderly, and other populations using Maryland Department of Health's Targeted Case Management and Supports Planning work models as well as a concierge level geriatric care management and care partner model.

Position Summary: The Talent Acquisition (TA) Coordinator will assist with full-cycle recruitment and provide administrative support to the TA Team.

SCI Team Member Expectations: All SCI team members are expected to: Ensure services provided follow the organization's mission statement, core operating values and policies and procedures. follow HIPAA, confidentiality and security procedures and principles; collaborate with peers, leadership, and support areas of the organization; actively participate in and contribute to leadership and other staff meetings and

trainings; maintains compliance with federal, state, and local employment laws and regulations; follow self-direction and person-centered planning procedures and philosophy; and to foster a culture that values diversity.

Essential Duties:

- Assist the TA Team with Full-cycle recruitment, including but not limited to reviewing resumes, setting up interviews, phone-screens, creating applicant folders, assigning pre-employment assessments, candidate communication, tracking interview process, sending out rejection notices, conducting reference checks
- Help maintain accountability for a positive candidate experience by ensuring that sourcing, recruiting, reference checks, and communication processes run smoothly and in an equitable manner
- Manage the posting and advertising of assigned openings to ensure optimal exposure to a diverse, active, and passive talent pools using AcquireTM, Handshake and other online platforms
- Assist the Sourcer to organize and attend job fairs and recruitment events to build a strong candidate pipeline for future openings
- Manage Indeed & Glassdoor career pages; working alongside the TA Team to respond to comments and concerns
- Communicate with candidates in the Queue to ensure their continued interest in a future role
- Provide administrative support to the TA Team, including but not limited to, managing the team member referral program, updating, and maintaining TA Documents (ex. SOPs and Desktop Procedures) and spreadsheets, creating agendas, and taking minutes for meetings
- Assist the TA Manager to maintain, update and distribute the TA Dashboard
- Various other People & Culture duties and special projects as assigned

Supervisory Duties:

- This position has no supervisory responsibilities

Education Required:

- Associates degree in Business and/or Human Resources or equivalent experience preferred

Experience Required:

- 1-2 years of experience in talent acquisition or recruiting

SCI Value Related Competencies:

- **People Come First** (Customer Focus): Thinks and acts with people we support in mind when making decisions. Dedicated to meeting the expectations and requirements of internal and external shareholders, uses information and feedback to improve services.
- **Building Relationships and Connections:** Interpersonal savvy. Relates to all kinds of people. Builds appropriate rapport, uses diplomacy and tact, diffuses high-tension situations comfortably.

Establishes and maintains meaningful connections within the community and the organization (internal and external stakeholders).

- **Education** (Informing Others): Quickly finds common ground to solve problems. Is seen as a cooperative team player. Provides coaching and mentoring to team members. Consistent communicator provides team members with the tools they need to perform their jobs in a timely manner. Explores all available options to make the best decision for internal and external stakeholders.
- **Diversity**: Values, appreciates, and honors the ways in which cultural differences can create value in organizations. Is service oriented: Demonstrates a commitment to the philosophies for services and the goal of independence for the people we serve. Raises awareness in communities to appreciate the similarities and unique gifts of each person. Interacts with all kinds of team members equitably, deals effectively with all races, nationalities, cultures, disabilities, ages, and genders, supports equal and fair treatment and opportunity for all.
- **Driving Solutions** (Perseverance): Pursues all initiatives with energy, drive, and the goal to succeed.

Job-Specific Competencies:

- **Interpersonal Savvy**: Relates well to all kinds of people, builds appropriate rapport, uses diplomacy and tact, can diffuse high-tension situations comfortably.
- **Listening** : Practices attentive and active listening. Forward-thinking to proactively prioritize and anticipate steps and contingencies when addressing tasks.
- **Technical Learning**: Easily learns new skills. Proficient at understanding other industries, companies, products, or information.
- **Integrity and Trust**: Follows through with assigned tasks, goals and responsibilities, maintains confidentiality, utilizes company resources effectively, reliably follows through on commitments made to others.
- **Learning on the Fly**: Agile and versatile in learning to deal with unusual problems, open to change, enjoys a challenge
- **Dealing with Ambiguity**: Can effectively cope with rapid change and uncertainty; efficient and productive even when processes are not fully in place.
- **Action-Oriented**: Quick to act on an opportunity, enjoys working hard.
- **Personal Learning**: Intuitively understands others' behaviors, reactions, and demands and is able to shift communication accordingly. Seeks feedback.
- **Written Communications**: Able to write clearly and succinctly in a variety of communication settings and styles.

- **Organizing:** Pulls resources (people, funding, material, support) together effectively and efficiently, can orchestrate multiple activities at once to accomplish a goal.
- **Building Effective Teams:** Creates strong morale and spirit. Fosters open dialogue. Allows people to finish and take responsibility for their work. Defines success in terms of the whole team. Creates a feeling of belonging for team members.
- **Ethics and Values:** Adheres to organization's set of core values and beliefs and acts in line with those values.
- **Peer Relationships:** Can quickly find common ground to solve problems, is seen as a team player and cooperative. Encourages collaboration.

Physical Demands: Generally, presents standard office environment. Must be able to remain in a stationary position >95% of the time. Continually operates a computer, keyboard and mouse, and other office productivity machinery, such as a calculator, copy machine, printer, and mobile Smartphone device. Constantly positions self to comfortably maintain computer equipment. May occasionally be required to move about in an office setting or position office equipment weighing between 10-25 pounds. Vision abilities required by this job include close vision. Ability to operate a motor vehicle. The person in this position frequently communicates with other people. Must be able to exchange accurate information in these situations.

IT Roles must be able to position self to maintain computers and equipment, including under desks and in server room(s). Frequently moves equipment weighing up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. This job description is subject to change at any time.

*SCI does not sponsor for immigration, including for H1B, TN, and other non-immigrant visas, for this role.

Disclaimer: The recruitment process is approved by Service Coordination Inc.'s Recruitment Committee and subject to change based on business needs.

In recognition of the continuing COVID-19 pandemic, Service Coordination Inc (SCI) is committed to maintaining a safe and healthy workplace. Because of this, SCI is requiring all new hires to be fully vaccinated. New hires will be required to provide proof of vaccination status as part of the on-boarding process. SCI provides reasonable accommodations, absent undue hardship, for medical reasons under ADA and for employees with sincerely held religious beliefs, observances, or practices that conflict with getting vaccinated. You may request reasonable accommodation or other exemption to Sonji Ashford at sashford@sc-inc.org.

Service Coordination is an equal opportunity employer and committed to the full inclusion of all qualified individuals. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, hair texture or protected hairstyle, veteran status, or genetic information. Service Coordination is also committed to providing equal opportunity and access to individuals with disabilities by ensuring reasonable accommodations are provided to participants in the job application or interview process. To request a reasonable accommodation, contact Kathryn Eckert at kathryn.eckert@sc-inc.org or 410-218-5581.

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