

Buffalo and Erie County Workforce Development Consortium, Inc.

Job Title: THRIVE Buffalo Job Recruiter

Department: THRIVE Buffalo	Salary Range: \$40,000-\$45,000
Location: Buffalo Employment & Training Center (BETC)	Classification: Full Time Grant Related
Reports To: BETC Executive Director	FLSA: Non-Exempt

Summary:

THRIVE Recruiters are responsible for seeking out, proactively engaging, assessing, and enrolling eligible candidates in THRIVE Buffalo. THRIVE Recruiters serve the working, underemployed and unemployed individuals living in financial hardship in the City of Buffalo. Recruiters are responsible for assessing a candidate's eligibility for THRIVE and completing their intake. If work ready, skill qualified, or engaged in a career pathway, they may refer candidates to THRIVE Career Navigators.

Recruiters refer those not eligible for THRIVE to the appropriate service or education provider. They may also refer candidates directly to an employer if they determine they are job ready and qualified for the position.

Primary Functions and Responsibilities: (Illustrative Only)

- THRIVE Recruiters connect with targeted candidates by referral from and engagement with sources including, but not limited to, the public workforce system One-Stops, 2-1-1 WNY and 3-1-1 City of Buffalo Call Centers, nonprofit service providers, Erie County Department of Social Services (ECDSS), Department of Labor Strikeforce locations and career centers, BPS Parent Centers, Say Yes to Education Buffalo (SYB), and BPS Community Schools.
- THRIVE Recruiters will proactively recruit candidates through outreach activities including but not limited to attending community gatherings, convening community information events, participating in job fairs.
- Responsible for completion of standard THRIVE intake form for potential candidates that will determine a candidate's eligibility.
- For candidates eligible for THRIVE, recruiters may also complete career fit/readiness assessments with the candidate, job skills screening, and develop Career Plan.
- Utilize database accessible to THRIVE Buffalo team members working with a client, including Supervisors and Director. Responsible for entering all candidates into database that complete intake form; enter Assessment results (If applicable) and candidate progress, referring agency, and notes into database.

- Recruiters refer individuals who are identified as THRIVE eligible, qualified and job ready, to open positions with employers. Recruiters will assist individuals with the application and hiring process.
- Recruiters refer THRIVE eligible candidates to, and work with, THRIVE Navigators. These candidates include those referred to open positions, in the hiring process, and/or hired into a referred position.
- Recruiters will refer those not eligible for THRIVE to community organizations when clients would benefit from TABE/HSE/TASC preparation and remedial education.
- THRIVE Recruiters will coordinate with employer-convened sector collaboratives, and work with the THRIVE Director in order to connect candidates to high need occupations and open positions.
- Attend and Participate in Monthly THRIVE Buffalo Team meetings that will include all THRIVE Recruiters, Navigators, and Supervisors.
- Complete Training required by THRIVE Buffalo. To include, but may not be limited to, database utilization, racial equity, trauma informed care, workforce development and financial coaching professional training, and assessment tool utilization.
- Track required outcomes and goals to include but limited to number of outreach contacts, number of intakes, number of eligible THRIVE candidates enrolled, number of individuals referred to community partners, THRIVE candidates placed in jobs, THRIVE candidates placed in training, THRIVE clients referred to THRIVE Navigator.
- Reports to Internal Supervisor of THRIVE Team at Agency.

Competencies

- Demonstrate Cultural Competence and ability to work with diverse populations
- Collaboration Skills
- Ethical Conduct
- Thoroughness
- Strong interpersonal and networking skills with the ability to identify, create and develop relationships with THRIVE consumers
- Strong understanding of Education/Training Opportunities
- Experience in business development with local employer community
- Excellent communication and presentation skills
- Highly organized, proven analytical skills and track record in creative problem solving

- The ability to work independently and to plan, prioritize workload in a fast-paced environment

Qualifications and Basic Requirements:

- Bachelor Degree Required/Master's Degree Preferred
- Workforce Development Experience with Job Placement and Recruiting
- Demonstrate Cultural Competence and ability to work with diverse populations
- Ability to navigate current WFD Resources
- Candidates fluent Spanish and other languages encouraged to apply

Essential Physical/Mental Functions

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Elements

- Lifting and carrying 10-20 pounds occasionally;
- Pushing and Pulling 10-20 pounds occasionally;
- Ability to stand, walk and sit frequently;
- Ability to speak and hear, both in person and on the telephone frequently;
- Repetitive use of hands to finger, handle, feel and operate standard office equipment frequently;
- Ability to bend, squat, kneel, reach, balance and climb stairs occasionally
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Performing Elements

- Regularly required to use written and oral communication skills
- Organizing and coordinating schedules;
- Read and interpret data, information and documents;
- Analyze and solve non-routine and complex office administrative problems;
- Use math and mathematical reasoning;

- Observe and interpret situations;
- Learn and apply new information or skills;
- Perform highly detailed work on multiple, concurrent tasks;
- Work under intensive deadlines with frequent interruptions;
- Interact with Center directors, managers, staff, customers, the public and others encountered in the course of work;
- Completing written work related reports.

Additional Requirements:

- Must be able to travel among various locations. Must have a valid driver's license;
- Ability to work flexible hours including evenings and Saturdays;
- Proficient in the use of the Microsoft Office Suite.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.