

Job Title: Mentor Recruiter					
FLSA Classification: Exempt	Career Band: Mentor Recruitment/ Retention Services		Career Band Level: S06		Job Code: 1238
Career Ladder:	Career Ladder Code:	EEO Code: Professionals	WC Code: 8742	Natural Account: 511006	Payroll Costing Group: Indirect
Position Reports to: Manager, Mentor Recruitment					

SUMMARY

Builds and enhances an active network of Mentors through the strategic recruitment and selection of qualified Mentors. Develops and implements recruiting and retention tracking tools and strategies. Measures success of campaign effectiveness, creating and designing new campaigns as needed to continuously attract new Mentors. Conducts home study evaluations, including psychosocial assessments. Primary focus of job is recruitment.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to satisfactorily perform each essential function listed below.

- Develops and coordinates advertising and manages the recruitment process. Conducts cold calls and information meetings. Reviews applications, medical examinations and references.
- Represents the company at job fairs, promotional presentations, and other events to recruit mentors.
- Conducts orientation, home study evaluations and pre-service orientation.
- Monitors and maintains allocated marketing budget. Maintains appropriate records in compliance with funding source requirements.
- Records and maintains the statistics necessary to measure the effectiveness of various recruitment efforts.
- Assists the Program Manager and Program Coordinator in “client match” meetings.
- Compiles and submits application packet when all components are received and advises management on whether or not to proceed to the next step of the certification process.
- Develops and maintains professional alliances and relationships that will serve to help recruiting efforts.

Job Description for Mentor Recruiter

- Develops informative activities and programs about company services. Participates in the development and implementation of mentor retention programs.
- May perform duties of the Certification Specialist as needed.
- Performs other related duties and activities as required.

SUPERVISORY RESPONSIBILITIES

None required.

Minimum Knowledge and Skills required by the Job

The requirements listed below are representative of the knowledge, skill, and/or abilities required to perform the job.

Education and Experience:

Bachelor's degree in human services, marketing, or business and three years related experience.

Certificates, Licenses, and Registrations:

Current drivers license, car registration and auto insurance if providing transportation for individuals receiving services

Current CPR/First Aid Certification as required by state

AMERICAN WITH DISABILITY STATEMENT

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodations to be determined on a case by case basis.