



POSITION TITLE: UC Recruiter / Counselor

PRIMARY SUPERVISOR: UC Program Director

STATUS: Full-Time, Non-Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

POSITION DESCRIPTION: Recruiter Counselor must adhere and apply to the agency policies and procedures, code of ethics, Office of Refugee and Resettlement (ORR), Federal regulations, State mandates. The Flores Settlement Agreement, Trafficking Victims Protection Reauthorization Act, Perez-Olano Settlement Agreement, and the Violence against Women Reauthorization Act.

Marketing, recruitment, and assessing applicants; run criminal checks on applicants and foster parents and write subsequent waivers for approval if they have a criminal history; counsel and enlist families so they can support the children and perform other administrative tasks as needed.

REQUIREMENTS & QUALIFICATIONS:

- Bachelor's degree in in the field of business, communications, marketing, or related field is required.
- 1-3 years of experience in a recruiting, marketing, sales, community relations, customer relations.
- Demonstrated presentation/public speaking skills.
- Strong communication skills.
- High level of responsiveness and sense of urgency in serving customers.
- Excellent communication and organizational skills
- Computer literate in Microsoft Office applications.

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

- Follow all Agency policies and procedures.
- Utilize a multi-systemic approach to recruit staff including, but not limited to: Advertisements (determine value and efficacy of such advertisements), Presentations to the community.
- Function as the point of contact for prospective Resource Parents
- Assist in the on-going development of the recruitment and approval process, coordinate initial approvals trainings and ongoing education classes.
- Assist in developing and carrying out the marketing plan within an assigned geographical area.
- Willing to work weekends in order to attend events and facilitate trainings.
- Knowledge and experience in areas of recruitment and public relations.
- Demonstrated ability to organize, plan and follow through with assigned tasks and to present oneself in a mature and professional manner.

- Ability to drive to homes within the assigned geographical area with the drive typically not exceeding 1-1 and 1/2 hours.
- Familiarity with full cycle recruiting
- Excellent verbal and written communication skills
- Good problem-solving abilities
- Team management skills

CONFIDENTIALITY AND PRIVACY

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

HEALTH SCREENING REQUIREMENT

All direct staff have proof of immunity to vaccine-preventable diseases transmitted by the respiratory route.

- Varicella 2 doses (at least 4 weeks apart) or born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) or titers indicating varicella immunity or documentation from healthcare provider verifying the previous infection.
- MMR (Measles, Mumps, and Rubella) 2 doses (at least 4 weeks apart) or titers indicating immunity to all three diseases.
- DTaP (Diphtheria, Tetanus, Pertussis) complete primary vaccination series completed at childhood, 1 TDap dose in adulthood.
- Influenza, 1 dose annually during flu season.
- COVID-19 vaccination – fully vaccinated against COVID-19 (two doses of Pfizer-BioNTech; or two doses of Moderna; or one dose of Janssen), with booster shot (Pfizer-BioNTech, Moderna, or Janssen).

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Recruiter Counselor.