



## Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

**MEMO:** The primary goal of the School-Based Mental Health grant is to increase and retain the number of mental health service providers in the Northern Kentucky schools and to increase and retain the number of credentialed school-based mental health service providers from diverse backgrounds. This project's outcome is designed to improve the ratio of students to school-based mental health providers, decrease the attrition rate, and increase the total number of students receiving school-based mental health services. This grant will also support respecialization efforts, train schools to understand certification and licensure options, and help to build mental health services career pathways.

**POSITION TITLE: School-Based Mental Health Human Resources (HR) Recruiter**

### **QUALIFICATIONS/CERTIFICATION(S):**

- Bachelor's degree in Human Resources or related field, or equivalent work experience, required.
- Demonstrated experience with the recruitment highly preferred.
- Excellent verbal and written communication skills, multilingual ability preferred.
- Familiarity with laws, regulations, and best practices applicable to recruitment. Proficient with Microsoft Office Suite or related software.

**JOB GOAL:** The Human Resources Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable mental health services talent for the schools of Northern Kentucky.

### **SPECIFIC DUTIES:**

- Develop, facilitate, and implement all phases of the recruitment process.
- Collaborate with schools to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identify and implement effective recruiting strategies based on the needed or available role, industry standards, and the needs of the schools, including considerations of equity.
- Assist with job posting and advertisement.
- Schedule and conduct recruiting meetings with Institutions of Higher Education and other likely sources of candidates.
- Recruit qualified candidates.
- Work to develop interview questions and related hiring and selection materials.
- Assist with interview processes as required and collaborate with schools and other human resource staff during offer processes as needed.
- Ensure compliance with legal regulations and school policies.

- Attend and participate in college job fairs and recruiting sessions.
- Promotes mental health services careers within school career pathways.
- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles, with experience in areas of mental health preferred.
- Proactive and independent with the ability to take initiative.
- Understanding of how schools work
- Excellent time management skills with a proven ability to meet deadlines.

**TERM OF EMPLOYMENT:** Full-time employment, 215 days.

**SALARY:** Salary based on rank and experience in accordance with NKCES certified salary schedule.

**EVALUATION:** Annual evaluation in accordance with performance of job description and NKCES policies and procedures.