



Talent Acquisition & Onboarding Specialist (Hybrid)

Pathways Youth and Family Services is seeking a full-time **Talent Acquisition & Onboarding Specialist** to join the Human Resources team. The specialist will be a dynamic HR professional who will be responsible for assisting with the development of recruitment and onboarding strategies and operationalize them to ensure the agency employees a diverse pool of quality hires. Other key duties include collaborating with agency management to identify hiring needs; implement a recruitment strategy to identify candidates through job boards, agency websites, education institutions, databases and social media; conduct interviews; and refer qualified candidates to hiring managers to review. This position coordinates, facilitates, and monitors the onboarding of new hires to ensure they are set up for success. The Specialist will work remotely and attend some in-office meetings, as necessary. **Candidates should live locally in San Antonio.**

Pathways Youth & Family Services is headquartered in Kerrville, TX with locations in Abilene, Dallas, Austin, San Antonio and Houston. Providing foster care and adoption services to over 10,000 children since 1992, Pathways' mission has become a reality. The organization has fulfilled its vision of thriving children, resilient families, and strong communities enduring for generations. True to its name, Pathways provides a path for youth and families to receive a comprehensive network of services through the following 4 vital programs: Foster Family Care, Adoption Services, Mosaic Behavioral Health and Residential Care.

Are you ready to join a team that's on a mission to change the lives of children and families? Want to be part of a movement that values compassion and empowerment?

What you will be working on (essential duties not limited to the following):

- Assist with the development of recruitment strategies and procedures.
- Implement all phases of the recruitment strategies and procedures.
- Assist in the development of recruitment effectiveness measures, monitor the effectiveness of the recruitment process using the measures, and make changes as needed to improve the recruitment process.
- Provide analytical and well-documented recruiting reports to management and the rest of the HR team to identify areas needing improvement.
- Collaborate with hiring managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Research, identify and implement efficient and effective recruiting methods and strategies based on the role to be filled, industry standards, and the needs of the agency.
- Prepare job announcements and advertisements for internal and external posting. Generate a pool of qualified candidates by publicizing vacancy announcements, including identifying appropriate and cost-effective recruitment venues, posting job ads, and ensuring ads remain active and optimized for as long as needed.
- Review applications for fit and qualifications and conduct interviews using various reliable recruiting and interviewing tools/methods to filter candidates. Assess applicants' relevant knowledge, job skills, soft skills, experience and aptitudes, and refer qualified candidates to the hiring manager for interviews.
- Attend and conduct interviews with managers, as needed.
- Prepare interview questions and other hiring and selection materials, as needed or requested.
- Collaborate with the hiring manager and HR Director during the offer process to determine appropriate pay, start date, and other pertinent details. Prepare offer letters, as requested.
- Plan, coordinate, attend and participate in job fairs and recruiting events. Represent the company at college and agency job fairs, providing company/job information, and interviewing applicants.
- Work with applicants, new employees, and their supervisors to complete required new hire paperwork such as offer letters and new hire forms. Verifies at least three references for each hire.



- Coordinate and conduct new employee orientation and onboarding, ensuring processes are engaging, accurate, and followed by new hires and management.
- Enter information into confidential employee database and/or shared Excel spreadsheets.
- Promote the agency's reputation and attractiveness as a good employment opportunity.
- Travel to various offices to meet with managers and teams, as needed.
- Communicate with managers and employees regularly to promote employee referral program and internal opportunities.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting and onboarding efforts.
- Establish strong working relationships with all employees and management team.
- Assist with company-wide HR programs and initiatives.
- Ensure compliance with federal, state, and local employment laws and regulations, and agency policies. Keep abreast of employment law and legislation.
- Complete other duties as assigned.

Education and Experience Requirements

Candidates come to us with a variety of knowledge, education, experience, and backgrounds. Here are some examples of what you might bring along to meet the minimum education and experience requirements:

- Bachelor's degree in related field required.
- Minimum two years of human resources, talent acquisition and interviewing experience.
- Experience with public speaking.
- Hands on experience with various selection processes such as video, phone, and panel interviewing.
- Hands on experience with recruiting software, as well as HRIS. Experience with Paycom highly desired.
- SHRM-CP, SHRM-SCP, PHR, or SPHR preferred.

Knowledge, Skills & Abilities needed to succeed in this role:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Self-starter with excellent time management, multi-tasking and organizational skills.
- Strong work ethic and sense of integrity, trustworthiness and ability to maintain a high level of confidentiality.
- Creative in brainstorming and proposing new ideas and solutions to existing problems.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or ability to quickly learn applicant-tracking software or other recruitment systems.
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to work efficiently and effectively both individually and as part of a team.
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve.
- Excellent computer skills (Word, Excel, other Windows software, HRIS and ATS systems).
- Understanding of HR policies, programs, and compliance requirements.
- Excellent employee relations, multi-tasking, and organization skills.
- Ability to maintain confidential information.
- Ability to meet deadlines, and performance and productivity goals.



Physical and Mental Demands

- With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, and reading, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to review data and format into meaningful reports.

Due to the nature of our work, additional requirements include:

- Work Monday – Friday, 8:00 am – 5:00 pm including some evenings and weekends as needed to accomplish the position's goals.
- Proof of valid Texas Driver's License (Type C), current auto insurance, access to reliable transportation, and good driving record.
- Three employment references.
- Cleared criminal background check.
- Cleared TB test results.
- Cleared pre-employment drug test.
- Working cellular telephone.

What to expect:

- We focus on career development and promotion – people are at the core of everything we do. If you are looking for a career and not just a job, you're in the right place.
- Pathways is the type of company where you can balance great work with great life.
- It doesn't matter if you're just out of college or your children are; we need you for what you can do.

What's in it for you? We take care of our people.

- Salary commensurate with experience.
- Affordable health coverage for you and your family.
- Generous paid time off, flex days, and holidays.
- Employer matching retirement plan.
- Work side-by-side with other knowledgeable, dedicated, and diverse teams.
- Opportunity to work remote in most positions.
- Casual work environment.
- Amazing opportunities for career progression.
- A service you can be genuinely proud of!

We would love to hear from you. Submit your resume to be considered for this extraordinary opportunity to positively impact a child's life. Pathways is an equal opportunity employer.