



Title: Talent Acquisition and Recruitment Specialist

Reports to: HR & Diversity Manager

Classification: Individual Contributor

Location: Boston

Job description revision number and date: 1/30/2023; 2.0

Organization Summary:

Community Care Cooperative (C3) is a 501(c)(3) non-profit, Accountable Care Organization (ACO) governed by Federally Qualified Health Centers (FQHCs). Our mission is to leverage the collective strengths of FQHCs to improve the health and wellness of the people we serve. We are a fast-growing organization founded in 2016 with 9 health centers and now serving hundreds of thousands of beneficiaries who receive primary care at health centers and independent practices across Massachusetts. We are an innovative organization developing new partnerships and programs to improve the health of members and communities, and to strengthen our health center partners.

Job Summary:

Talent Acquisition and Recruitment Specialist is responsible for sourcing, attracting, screening, and interviewing prospective employees to find the perfect match for C3's long-term goals. They factor into this process that people play an important role and will be key players of success going forward. Talent Acquisition and Recruitment Specialist will create ongoing strategies to find specialists, leaders, and future executives. Additionally, they will focus on long-term human resources planning and finding appropriate candidates for positions that require a very specific skillset.

Responsibilities:

- Coordinate with internal departments to determine recruitment needs
- Determine selection criteria, hiring profiles, and job requirements for vacant positions
- Source potential candidates through online company career portals, recruitment sites, job fairs, job boards, social platforms, as well as print media, posters, and flyers, when required
- Manage hiring processes via electronic Applicant Tracking Systems when applicable
- Evaluate applications via calls or emails, as well as facilitating pre-interview assessments by using standardized screening techniques, Assess the skills, qualifications and experience of potential candidates
- Compile interview questions and conduct in-person or video call interviews with shortlisted candidates
- Prepare hiring forecasts as part of the company's strategic planning



- Document processes and foster good relationships with potential candidates and past applicants
- Develop hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field
- Work closely with HR and Diversity Manager on initiatives involving recruitment to ensure fairness in hiring practices
- Ensure proper onboarding and completion of necessary paperwork for new hires
- Serve as a liaison between C3 HR and FQHC HR as appropriate to ensure onboarding
- Provide feedback to management about details regarding applications
- Communicate with potential candidates about their hiring process
- Actively work toward building a diverse and qualified team to support the organization
- Meet with leadership to gain full-scale understanding of hiring needs and available positions within the company

Required Skills:

- Previous experience with talent recruitment and assisting with onboarding processes
- Interpersonal skills and ability to communicate professionally
- Experience in the continual development of talent pipelines and sourcing potential candidates
- Ability to speak knowledgeably about the company and answer any questions a potential hire may have
- Proficient in using company software and databases to connect with and reach out to potential candidates
- Previous experience development and implementation of marketing and branding strategies
- Experience working with a diverse team and striving for fairness in hiring all races, genders and ages

Desired Other Skills:

- Knowledge of applicant tracking systems
- Familiarity with the MassHealth ACO program
- Familiarity with Federally Qualified Health Centers
- Experience with anti-racism activities, and/or lived experience with racism is highly preferred



Qualifications:

- Bachelor's degree in human resources management or similar field
- Professional credentials, such as HR Certification Institute
- 2-3 years of experience as a talent acquisition specialist, or similar

***** In compliance with Covid-19 Infection Control practices per Mass.gov recommendations, we require all employees to be vaccinated consistent with applicable law. *****