



**The premier In-Home Companion Care Company in the Ohio Valley has an immediate opening in their Wheeling office.**

## **Recruiter / Scheduler**

### **Qualifications:**

Associates degree or equivalent experience  
Positive attitude with ability to creatively find qualified candidates  
Proactive problem solver that sees all tasks through timely completion  
Extreme attention to detail and strong organizational skills  
Energetic, passionate person that embraces the challenges of growing a new business  
Experience in the Microsoft Office Suite – Excel, Word, Power Point  
Previous recruiting and / or scheduling experience in home health preferred but not required

### **Duties:**

Create, manage, monitor and communicate Caregivers' schedules  
Run continual recruiting efforts for new care companion employees.  
Attend job fairs, contact schools, post employment advertisements, etc... to find STNA(s) and CNA(s)  
Process all appropriate new hire paperwork, background checks and orientation documents.  
Build an effective bench of qualified, trained caregivers  
Manage employment appraisal process and all documentation associated with it  
Monitor all continuing education requirements and proactively assist employees maintain their licenses  
Requires a flexible schedule with availability during evenings, weekends and holidays.  
Proactively manage caregivers' schedules to ensure all clients have proper coverage  
Other duties as assigned

**Salary/Benefits:** Negotiable based upon education, experience and most importantly results achieved

This is a full time permanent position that needs filled immediately. If interested, please email your resume to [info@iccare.co](mailto:info@iccare.co) or fax to (304)905-8251 today. If you have any questions, please call our offices at (304)905-8160 for further information