

VERA FRENCH COMMUNITY MENTAL HEALTH CENTER  
NOW HIRING! IMMEDIATE OPENING!

# HR Recruiting Specialist

## Summary of Position:

The HR Recruiting Specialist is responsible for collecting and screening resumes, passing on qualified resumes to the hiring manager and/or Human Resources Director, and tracking candidate information. Will assist department and supervisors in carrying out recruiting efforts to ensure the hiring of qualified personnel in a timely manner. This position will complete credentialing applications for new and existing professional/clinical staff. This is a full-time position.

## Qualifications/Requirements:

High School graduate or equivalent required, Associates degree preferred. Hands on HR recruiting experience in a non-profit or healthcare setting a plus. Requires an extremely perceptive person, who is capable of relating to individuals at all levels of the organization. Strong interpersonal skills for handling sensitive, confidential situations and documentation. Must have good work ethic and good organizational skills as well as excellent public relations skills. Computer skills in Microsoft Office Products.

# JOIN OUR TEAM!

*We offer a competitive salary and benefit package including:*

- Group Health, Dental and Vision Insurance
- Life Insurance, AD&D, LTD
- 401(k) with employer matching contribution
- AFLAC
- Holiday/Vacation/Sick Time
- Opportunities for CEU's

## WHAT IS VERA FRENCH COMMUNITY MENTAL HEALTH CENTER?

Since 1967, Vera French Community Mental Health Center has been **providing quality, accessible, and comprehensive mental health care** to all in this community. We serve over 10,000 clients each year through numerous programs and services for children and adults. We are one of the largest community mental health centers in the State of Iowa.

INTERESTED IN APPLYING?  
**SEND COVER LETTER  
AND RESUME TO:**

**Human Resources  
Vera French Community  
Mental Health Center**  
1441 W. Central Park Ave.  
Davenport, IA 52804  
563-324-4368 (Fax)  
HR@verafrenchmhc.org

**Vera French Community Mental Health Center is an Equal Opportunity Employer.**  
We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings