



DHS Talent Acquisition Specialist (Remote)

Job Location: 505 Deaderick Street, Nashville, TN (Remote)

ABOUT POSITION

This classification works under general supervision and is responsible for the acquisition of top talent for DHS. An employee in this class, either independently or as a member of team, will deliver all aspects of talent acquisition for the agency. This includes recruitment and selection, support for the interview process, focus on the candidate experience, and a high level of communication and collaboration to internal and external customers.

RESPONSIBILITIES

- Oversees and drives all facets of talent acquisition processes to meet organizational needs through strategic communication and best practices for the sourcing, screening, and selection of top talent.
- Establishes processes and procedures to provide the best possible outcomes for recruiting.
- Builds effective relationships with hiring managers, HR Generalists, and divisional leadership to gain an understanding of the roles and needs.
- Builds effective relationships with potential applicants, external stakeholders, and organizations to identify potential innovative recruiting strategies and opportunities.
- Manages the candidates' experience by providing customer support, job expectations, and timely communication throughout the hiring process.
- Gathers candidate feedback to continuously improve the customer experience.
- Utilizes and tracks recruiting metrics to help continuously improve the process to evaluate successes.
- Reports the progress on assigned job vacancies on a regular basis to stakeholders and hiring managers.
- Offers alternative solutions to address recruiting challenges that are specific to each division and/or program.
- Provides candidate screening and reviews resumes to determine if employee is eligible for further consideration.
- Establishes candidate pool for other high priority or difficult to fill positions.

DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 11 Paid holidays
- Career Mentoring
- Emotional Health/Wellness Programs



- Networks and builds recruiting applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites such as but not limited to job boards and social media.
- Effectively manages internet sources used for direct and passive recruiting. Maintains knowledge regarding best practices in the talent acquisition process to fit agency needs.

QUALIFICATIONS

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of experience in a qualifying full-time professional staffing or recruiting experience.

Substitution of Experience for Education: Qualifying full-time professional staffing or recruiting experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

Competencies

- Business Acumen
 - Problem Solving
 - Relationship Building
 - Effective Presentation Skills
 - Planning and Priority Setting
- For Information regarding State of Tennessee benefits please [click here](#).

How to apply:

- To be considered for the DHS Program Manager position with the Tennessee Department of Human Services external applicants must also apply online at <https://www.tn.gov/careers/apply-here> by 2/16/22 at 11:59pm Central Standard Time.
- Active state employees apply for career opportunities directly through [Edison self-service](#).
- Target Range: 40,380 – 52,500. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.