

Waystone Health & Human Services is a nonprofit organization committed to supporting people with developmental disabilities and their families. We are proud to offer 29 community residences throughout Lawrence, Methuen, Haverhill, Georgetown, Amesbury, Salisbury, Dracut and Andover along with specialized services across 90 cities and towns in Northeastern Massachusetts. Our goal is to help adults with disabilities such as Autism and Down Syndrome to achieve the richest and fullest lives possible. Over the years, our direct service professionals, nurses, case managers, and administrators have developed a culture of care and compassion. We are actively seeking job candidates who are committed to our mission. Website: [www.waystonehhs.org](http://www.waystonehhs.org)

**About us:** We have an immediate opening for a seasoned Recruiter to join our recruitment team for approximately 6 months. The purpose of this role is to support our Recruitment Manager with sourcing and screening candidates for high volume direct care roles. We have 420 employees and a 6 member HR team. We would provide you with a laptop, phone, printer and access to Zoom as well as the Indeed database.

**Location**: We are located at Heritage Park Professional Building at 439 S. Union Street in Lawrence. Plenty of free parking on site.

**Schedule:** We can offer a hybrid work schedule, but some of the work will need to be done on site for onboarding new employees, onsite job fairs, etc. We prefer 40 hours, but would be open to a part time schedule with a minimum of 25 hours.

**Requirements:**
3 years of Recruitment experience. Healthcare experience from hospital, homecare, hospice or related environment is a plus.
Bachelor's degree
Previous experience using Indeed database, or similar product
Experience using Zoom or phone for candidate screening
Basic operations of Excel and Microsoft office
Driver's license and a minimum of 1 year of driving experience (Agency requirement of all employees)
Ability to drive to local job fairs within the Greater Merrimack Valley and Greater Lowell areas
Regular and predictable attendance

To be considered for the role, please forward resume to Kathryn Mageary, Vice President of Human Resources, kmageary@waystonehhs.org