



### **JOB OPPORTUNITY**

**Job Title:** Staffing Coordinator  
**Reports To:** Administrator (Kin On Rehab & Care Center)  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Part-time

### **JOB DESCRIPTION**

Kin On is seeking a Part-time Staffing Coordinator reports directly to the Administrator. The role is responsible for delivering all facets of recruiting success through the development of recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas to hire the best possible talent.

### **ROLE AND RESPONSIBILITIES**

- Work closely with all departments to support recruiting efforts in sourcing and selecting qualified candidates to the specified job requirements
- Review completed employment applications for accuracy and completion; respond and address job candidate questions
- Handle new hire paperwork processing, which includes verifying proper completion of forms, ensuring acceptable documents and credentials are provided, and follow up with new hires regarding missing documents and/or forms
- Provide new hire orientation and coordinate on the job training with department leads/supervisors
- Perform additional duties and projects as directed by management.

### **MINIMUM QUALIFICATIONS**

- 2 years of related work experience preferably in HR field and proven track record of recruiting success.
- English written and verbal ability a must. Chinese: Mandarin, Cantonese and Toishanese dialects also spoken a plus.
- Bachelor's degree graduated preferred.
- Nursing Home, Assisted Living or senior care facilities experience preferred.
- Proficiency in computer programs such as Microsoft Office Suite a must.

**WORK ENVIRONMENT:** This role interacts with candidates, internal staff & departments. Work is performed within a normal office environment with ambient temperature. There will also be support for outdoor activities including but not limited to job fairs.

**PHYSICAL REQUIREMENT:** The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways, full range of motion, occasional squatting, ability to lift weight up to 25-50lbs with hands.

**TO APPLY:** Please send resume to the administrator via [bchoi@kinon.org](mailto:bchoi@kinon.org). Only qualified individuals being considered will be contacted for an interview.

### **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.