

# Charity Care

"Charity Never Fails" 1 COR. 13:4-8  
Non-Emergency Transportation Services · Home Health Care

[www.charitycaregroup.org](http://www.charitycaregroup.org)

Agency Phone: (757) 226-9916 Agency Fax: (757) 512-8802

## **Position: Applicant Processor**

## **Company: Charity Care Group**

**Website:** [www.charitycaregroup.org](http://www.charitycaregroup.org)

## **Exciting Opportunity at Charity Care Group**

Are you ready to be a part of a pioneering team in non-emergency transport and home health services? For over 15 years, Charity Care Group has been at the forefront of providing exceptional care and transport services. Our team, a cohesive unit that has grown and thrived together, is now looking for an innovative and detail-oriented Applicant Processor to help us steer into a future of growth and excellence.

## **Job Description: More Than Just Processing**

In the role of Applicant Processor, you're not just managing applications; you are the cornerstone of our recruiting efforts, shaping the team that drives our success. Your mission will be to streamline and energize the recruitment and onboarding process, ensuring that we bring on board only the best and brightest.

## **Key Responsibilities: The Heart of Our Team**

- **Rapid Application Processing:** Swiftly and accurately process driving records and nursing credentials, ensuring no delay in operations.
- **Effective Communication:** Conduct engaging phone screenings within 48 hours of receiving applications, utilizing platforms like Zoom for recorded interviews.
- **Application Management:** Oversee the application process, including sending detailed follow-up emails and preparing systems for new hires.
- **Recruitment Strategy Implementation:** Assist in implementing recruitment strategies across various platforms for fleet operators, CNAs, LPNs, and RNs.

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## **Candidate Profile: A Perfect Blend of Skills and Passion**

We are looking for a candidate with a unique combination of skills and qualities:

- **Meticulous Attention to Detail:** Ensure no aspect of the application or onboarding process is overlooked.
- **Strong Communication Skills:** Ability to connect and effectively communicate with candidates, creating a positive first impression.
- **Organizational Prowess:** Exceptional ability to manage multiple tasks and deadlines efficiently.
- **Problem-Solving Aptitude:** Demonstrated ability to identify and resolve issues swiftly, ensuring a seamless process.
- **Empathetic Listener:** Able to understand candidate concerns and provide suitable solutions or guidance.
- **Technological Fluency:** Comfortable using various software and platforms for recruitment and processing tasks.
- **Team Collaboration:** Work closely with other team members, contributing to a cohesive and supportive environment.
- **Adaptability:** Ability to quickly adapt to changes in processes or technology, embracing new methods for efficiency.

## **Why Charity Care Group?**

- **Empowering Flexibility:** Enjoy the freedom of working from home, with a flexible schedule that you design.
- **Rewarding Compensation:** Competitive pay structure, with incentives for each processed applicant and additional bonuses for successful recruiting.
- **Boundless Growth:** Embark on a career path filled with learning opportunities, including potential future training in personal care.
- **Inspirational Culture:** Join a stable, close-knit team that values collaboration and has celebrated success together for over a decade.

## **Take the Next Step in Your Career**

This is your chance to make a significant impact in a vital industry while growing your career. At Charity Care Group, your work will directly contribute to the well-being of countless individuals who rely on our services. If you're ready to join a team that values your skills and offers the opportunity to grow, we want to hear from you.

**Apply Now:** Submit your application, and credentials, and agree to a contract/NDA to embark on this exciting journey. We can't wait to welcome you to our team!