

## **SECTION DESCRIPTION**

The Workforce Planning Team supports a wide range of independent sector care providers including care homes and domiciliary care. A large part of this support is with recruitment and this is largely done through a social media approach called In2Care Kirklees. In2Care Kirklees provides 1-1 support to individuals that are considering a role within the adult care sector and the team helps them find jobs and opportunities that match their personal requirements.

## **JOB SUMMARY**

This is a busy role that will involve communicating with potential applicants and social care employers on a daily basis.

## **MAIN DUTIES**

- Contact with a large volume of potential applicants using Facebook, telephone, text and e-mail to support them in finding a role in care
- Seek out individuals looking for work on social media to try and attract them into the care sector
- Logging details of applicants on a database and keeping this up to date
- Progress checking with both applicants and employers in a timely way
- Creation of job adverts
- Use of social media to promote and share job information
- Signposting and referring individuals to other services as appropriate
- Match potential applicants to suitable employers

## **CONTACTS**

High use of telephone, Facebook Messenger, text and email with potential applicants and social care employers. Other contact on an occasional basis with other internal and external services