



POSITION DESCRIPTION

Human Resources Intern	
Department: Human Resources	Status: Unpaid
Reports to: Director of Human Resources	Last Reviewed: October 2021
Titles reporting to this role: None	Next Review Date: March 2023

Position Summary:

The Human Resources Intern supports the HR Director and team directly with special projects.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Duties

Assist with the implementation and initiatives of the Performance Management Model in UltiPro, and conduct phone surveys with our Home Care Aides as well. Additionally, learn to run reports and work on Campaign Monitor communication initiatives for recruiting, employee engagement, and wellness. Lastly, input and update job description information into the system.

- Assisting with the implementation of the Performance Management Model in UltiPro
- Learning to run reports
- Inputting Job Description information into the UltiPro system
- Updating Job Descriptions to new format
- Assisting with any other UltiPro Initiatives
- Assist with conducting phone surveys with our Home Care Aides
- Working on Campaign Monitor communication initiatives for Recruiting, Employee Engagement and Wellness.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Be enrolled in a 2 year or 4 year college/university.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate and proficient in Microsoft Office, Outlook 365; HRIS systems such as Ultimate Software. Working knowledge of social media. Ability to work with Office 365 and Microsoft Teams.

Intermediate to Advance Skills with Word and Excel. Ability to multitask and prioritize.

Strong verbal and written communication skills. Ability to work independently and with a team

Mathematical Skills:

Must have and understanding of math as used for adding, subtracting, percentages, ratios, etc.

Operating Environment and Working Relationships:

Works collaboratively and routinely with management staff and Agency employees. Well-developed administrative skills. Ability to express oneself clearly and effectively. Superior interpersonal abilities.

Ability to get along with diverse persons, and personalities. Must be tactful, mature, and flexible.

Good reasoning abilities and sound judgments.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature / Firma de Empleado: _____

Date / Fecha: _____

