

Human Resources Assistant - Intern

Vision Statement

In the spirit of St Francis of Assisi we commit to provide quality health and wellness services as we respond to changing needs.

Mission Statement

We, the Stonehill Franciscan Services community, in the spirit of St Francis of Assisi, offer a continuum of quality lifetime care services in a dignified atmosphere.

Our Core Values include:

Compassion (the heart of our daily life)

- We generously offer empathy, comfort, and encouragement with gentleness in an atmosphere of Christian love.

Hospitality (the spirit of our daily life)

- We warmly and graciously welcome all with kindness

Stewardship (the mind of our daily life)

- We are responsible for the resources entrusted to us
 - Financial – We will manage with integrity and fiscal responsibility
 - Human – We will recognize the personal gifts and talents of all
 - Environmental – we will be good stewards of our internal and external surroundings

Reverence (the soul of our daily life)

- We treat every person with dignity and respect, recognizing that all share in God's gift of life.

JOB DESCRIPTION

Job Summary: Under the direction of the Director of Human Resources, the Human Resources Assistant - Intern will be responsible for filing, entering data, proofing and assisting in all phases of Human Resources employee relations processes, while supporting Stonehill Franciscan Services Mission and Core Values.

JOB TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

- Provide general assistance to team members, applicants
- Assist with telephone inquiries, typing and maintain up-to-date filing systems;
- Enters team member information into HRIS program;
- Enter data and review discrepancies in data received;
- Acts with discretion and maintain confidentiality (at all times) in handling information within Human Resources and Development;
- Assist with screening and processing of new hires weekly and maintain complete and thorough documentation;
- Scan Employee documents into Employee files to be maintained electronically.
- Create New Hire, Termination, FMLA, and Benefit packets for employees.
- Performs other incidentals and related duties as required and/or assigned by CEO, HR Director or Development Director.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Must be able to read, write, speak, and understand the English language to communicate with all customers;
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public;
- Must be a supportive team member, contribute to and be an example of team work and collaborative team concept;
- Must be self-directed, detail oriented and organized, with the ability to manage responsibilities under little supervision;
- Demonstrate a positive attitude, self-awareness and emotional maturity necessary to promote helpful, respectful and supportive communications;
- Familiarity with computer systems, including Microsoft Office, with a demonstrated ability to use computer programs for training and communications;
- Must not pose a direct threat to the health and safety of other individuals in the workplace;
- May be required to work outside of normally scheduled hours.

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

- Junior or Senior in college studying in a Business related field (HR, Marketing, PR, Management)
- Extensive knowledge of computers including all Microsoft software programs and ability to type 50 WPM;
- Excellent reading, writing, grammar, organizational and communications skills;
- Strong public speaking skills; Attention to details, great upbeat attitude, ability to take the initiative, complete cooperation with other team members and be resourceful;
- Must possess a thorough knowledge of federal and state regulations as they apply to team member compensation and benefits;
- Must be able to respect the privacy and confidentiality of any information accessed necessary to perform job requirements; must also ascribe to the values in the Franciscan inspired mission and vision statement.

PHYSICAL DEMANDS

This job description is not intended to be all-inclusive. This position requires above average judgment to deal with highly confidential information and responsibilities that frequently involve decisions based upon a wide knowledge of many factors. Involves sitting for long periods of time with some regular standing, gripping and climbing stairs. Work is performed indoors and is free from adverse weather. Occasional exposure to chemicals, fumes and slippery surfaces is present. Must possess good hearing and clear speaking abilities in order to effectively handle relationships with others. Involves the use of modern technology. Good vision required for close visual attention to details and written materials. This document is for management communication only and is not intended to imply a written or implied contract of employment.

Employee Job Description Acknowledgement

I have received a copy of the job description for the position I am being offered. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and the budget. I have discussed any questions I may have had about this job description prior to signing this form.

Print Name

Date

Signature

Company Representation

Date