



HUMAN RESOURCES DEPARTMENT



DEPARTMENT DESCRIPTION

The Human Resources intern may act as the first point of contact with DCSL staff members and external partners and as such, is responsible for communicating with DCSL employees and the public. The Human Resources intern will perform duties that support the Director of Human Resources, Safety and Compliance and the Human Resources Department.

INTERNSHIP DUTIES & RESPONSIBILITIES SHALL INCLUDE:

- Assist with drafting job descriptions, screening resumes and applications.
- Schedule and confirm interviews with candidates and assist with employee onboarding.
- Post, update and remove job ads from job boards, career pages and social networks.
- Assist with maintaining employee records or updating HR data.
- Address general (non-confidential) employee queries regarding policies and/or procedures.
- Distribute human resources information to employees, as needed.
- Prepare HR, Safety or Compliance reports, as needed.
- Assist with HR compliance and preparing documents.
- Assist with the New Employee Orientation and All Staff Meetings.
- Participate in organizing company meetings, training or events.
- Review and distribute company policies in digital or hard copy format.
- Conduct research to improve human resources or safety practices.
- Assist with Safety Committee, safety training and improvement of safety policies and protocols.
- Perform other duties as assigned by the Director of Human Resources, Safety and Compliance.

QUALIFICATIONS:

- Must be pursuing a Bachelors or Masters level degree in Human Resource Management.
- Must be able to communicate effectively in English, both written and orally.
- Must have general familiarity with HRIS, ATS and resume databases.
- Basic knowledge of labor legislation.
- Proficiency with Microsoft Office: Excel, Word, and PowerPoint
- Must have the ability to multitask and have good organizational skills.
- Must demonstrate the ability to work with the elderly and dependent clients, and staff.
- Must be able to maintain the required records for the program and maintain confidentiality.
- If given the opportunity, a criminal background check will be conducted.

ADDITIONAL SKILLS (PREFERRED BUT NOT REQUIRED)

- Bilingual
- Experience as a staff assistant or junior HR role is a plus.

ORGANIZATIONAL RELATIONSHIP:

The Human Resources intern reports to the Director of Human Resources, Safety and Compliance, Monica Weaver.