

VOLUNTEER/INTERN POSITION DESCRIPTION

Position Title: Human Resources Clerk

Reports to: Rosa Sanchez, Credentialing Specialist (or other member of HR Dept)

Volunteer/Intern Position Overview:

The HR intern or volunteer clerk position provides administrative support to the CommuniCare Human Resources Department. The intern or volunteer can expect to gain administrative and organizational skills while learning how healthcare organizations recruit, onboard, and credential employees.

Duties:

- Scan and upload credentialing records
- File documents accurately in personnel files
- Tailor forms to be sent to provider according to specialty
- Communicate with providers for important credentialing forms
- Manage credentialing files and create approval notifications
- Assist with other administrative projects and tasks as needed

Internship/Volunteer Benefits:

- Valuable human resource and credentialing career experience
- Exposure to health care and non-profit administration
- Letter of recommendation available when applicable for those in good standing with supervisor

Minimum Qualifications:

- Experience with filing, scanning, uploading, and emailing documents
- Basic experience using Excel or Word is a plus
- Available 2-3 days per week minimum; 3-4 hours per day
- Able to maintain confidentiality while working with employee records

Diversity, Equity, and Inclusion:

CommuniCare OLE is an inclusive environment that promotes and values diversity and life experience. CommuniCare OLE encourages people of all backgrounds to contribute their unique perspectives to CommuniCare OLE as a volunteer including, but not limited to, Black, indigenous, people of color, immigrants, refugees, LGBTQIA+, people with disabilities, veterans, individuals of all ages and religions, as well as those who have experienced the criminal justice system.

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Volunteer, Intern and Student Learner Expectations and Physical Requirements:

We expect all our student learners, interns, and volunteers to be punctual, effective communicators, and team players. Attendance and timeliness are necessary but flexible, dependent upon department needs, as long as communication is provided. Strong interpersonal skills and the ability to take direction are expected as well as the ability to work independently. Physical demands may include operating office equipment, the ability to sit or stand for long periods of time, occasional walking, and the ability to bend and lift up to 25 pounds. Hearing and vision required.

Volunteer, Intern and Student Learner Acknowledgement:

This document does not create any contract, implied or otherwise. I recognize that I have no guarantee of volunteer/internship hours at CommuniCare OLE. My signature below is to acknowledge that I have received a copy of this intern position description. I have read and I understand the information contained herein. If I have any questions about the content of this position description, I can contact my Supervisor/Manager, the Volunteer and Student Program Supervisor, or another person in the Human Resources department.

Volunteer Name (please print)

Volunteer Signature

Date