

HUMAN RESOURCES INTERN

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

Interested in joining our team? We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a part-time Human Resources Intern for our main clinic in Salt Lake City, Utah.

General Overview of the Internship: The Human Resources Intern will have the opportunity to get exposure to different HR disciplines, develop skills in human resources management, understand best practices and learn how human resources professionals partner with functional leaders throughout the organization to achieve business results. The internship is an excellent opportunity for candidates interested in pursuing a career in Human Resources and gaining experience working with a small HR team. The intern will also learn and gain experience working in a healthcare clinic owned and operated by the Confederated Tribes of the Goshute Reservation, which is governed by the Tribe, Tribal law, and rules and regulations based on Tribal contracts and agreements with the Federal Government.

About the Internship Program: The Sacred Circle Healthcare HR Internship is a paid program with the length of the internship based on Student requirements and SCHC needs. The experience is primarily project-based work with opportunities to receive skill development, mentoring and opportunities for self-reflection.

Program Goals: 1) Contribute to student career development & success through real work experience; 2) Develop collaboration skills for a diverse, multi-generational workforce; 3) Offer hands-on experience in the student's field/function of study; 4) Provide a safe learning environment for professional development

Learning Objectives: Students will have the opportunity to develop their skills in: 1) public speaking, 2) business writing, 3) interpersonal communication & emotional intelligence, 4) project management, 5) networking and, 6) human resources management as well as enhance their understanding of HR best practices and the field of healthcare.

Reports To:	Human Resources Director
Department:	Human Resources
Business Unit:	Strategy
Patient Care:	No
Worker Status:	Temporary, hourly
Benefits Eligible:	No
Hours Per Week:	10 to 15

Job Posting – HR Intern

Work Schedule: To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required depending on position requirements.

Location: Salt Lake Main Clinic

Supervisory Responsibilities: None

Closing Date: November 9, 2021, or open until filled.

Apply: Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our website!

Contact: Mark Wiesenberg, markw@sacredcircle.com; 801-359-2256 ext. 177

Major Responsibilities/Tasks:

- Assists HR professionals with daily operations, including talent intake process, hiring, orientation, onboarding, policy review, development and administration, HR systems updates or new system implementations, training, and other talent initiatives.
- Reviews, records and/or updates employee information such as personal data, compensation, benefits, attendance, performance management information, and exit information.
- Learns how to process employment applications and assists in other employment activities.
- Compiles and examines data from personnel records to provide information or make recommendations on best practices.
- May gain knowledge about and participate in the interview process.
- Answers basic questions regarding HR inquiries and other pertinent information to applicants and employees.
- Navigates and learns HRIS systems as necessary and in relation to managing HR information.
- Works on special projects related to Human Resources i.e., conducting internet research on recruitment related activities, auditing current programs and procedures, establishing new relationships, collecting data, developing new HR programs, and creating reports or presentations.

EDUCATION & EXPERIENCE:

- Currently enrolled as an Undergraduate Student at an institution of higher education
- Familiarity with basic HR and business terminology
- Currently working towards a degree in a related field such as Business Administration, Human Resources, Psychology, Organizational Development and Behavior, or Liberal Arts
- Experience with Microsoft Word, Excel, and PowerPoint

KNOWLEDGE, SKILLS, & ABILITIES:

- Entry level knowledge of Human Resources principles, practices, and functions of effective human resources management
- Skill in creative problem-solving
- Skill in delivering exceptional customer service
- Skill in teamwork, collaboration, and leadership
- Skill in effective written and oral communication
- Skill in organization and planning

Job Posting – HR Intern

- Ability to exercise initiative
- Ability to make recommendations to improve business practices
- Ability to execute and complete assigned projects and tasks
- Ability to work with integrity and ethically
- Ability to keep confidentiality in all HR matters while upholding to organizational values
- Strong attention to detail

Additional Information – Join us as we are Redefining Compassionate Healthcare, together!

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do.

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants