

Woodhaven

Human Resource Internship

Role Description

Are you looking for an HR internship in the non-profit industry? Woodhaven is looking for young professionals interested in learning how to have a career in the Human Service/Non-Profit industry.

Why Join The Woodhaven Team?

- Perfect opportunity to join an established company with 60+ years of commitment to our community.
- Work in a high-energy, fast-paced environment that is both competitive and fun
- Gain real-life HR experience by being an HR Assistant, assisting with employment opportunities for all program services.
- Be assigned a dedicated mentor who will help train and encourage you to find success.
- Learn about our services and receive regular feedback

What You Will Do

- Assist HR Director with the total operation of the Human Resources office.
- Process applications, reference checks, criminal records checks and transfer requests
- Assist in maintaining up to date personnel files.
- Assist in reporting Workers Compensation injuries to our insurance company
- Maintain skills to operate the Human Resources Information Systems.
- Assist HR Manager in compiling facts and figures for personnel/human resources planning in compliance with federal, state and local government regulations.
- Assist HR Department in the coordination and tracking of promotions, transfers, personnel record keeping, exit interviews, EEOC compliance and other areas assigned.

Minimum Requirements

- Clear, professional written, verbal, and interpersonal communication skills
- Lively & engaged team player
- Able to work effectively independently or in a team setting while multitasking and prioritizing projects

Pay and Work Availability

- \$15 Hourly wage
- Must be available between the hours of 7:30am and 4pm Monday through Friday

About Woodhaven

Woodhaven empowers individuals with developmental disabilities and neurodivergent youth to achieve independence and be active members of their community. We do this through programs specifically designed to help each person we provide services for achieve their personal goals.

Residential Services - Woodhaven provides accessible housing for adults with developmental disabilities over the age of 18 in a variety of residential settings throughout Columbia, MO. Each home is staffed 24/7 by qualified Direct Support Professionals.

EnCircle Technologies - This program is designed for neurodivergent youth and is tailored to meet the individual needs of each student. Curriculum and teaching-styles are adapted to help foster growth and ensure students walk away with the skills they need to work in the tech industry or any field they choose. We have classes ranging from coding to improve to self-defense. There really is a wide-range of class options.

Community Employment Services - This program is designed to ready neurodivergent students for the workforce. Students will learn how to write a resume, go through the interview process, look for the appropriate job and apply for that job. There are Job Coaches there to help the entire way.

Community Connections Day Programs - This program is available for adults with developmental disabilities weekdays from 9:00 a.m. -3:00 p.m. This group-based program offers a wide variety of recreation all while promoting individual choice.

Behavioral Supports - Woodhaven provides personal assistance and community support services to individuals with developmental disabilities living in their own homes. Trained staff assist with self-care in an individual's home, as well as supporting individuals in the community. Our staff provide ADL assistance in the home, as well as transportation and supports in the community to promote community integration and socialization, helping them to become an active part of their own community.

The programs are life-changing, and we thank each and every one of our staff members, donors, volunteers, Interns, Board Members, and our funding partners for making it all possible