



Volunteerism

— AT SOUTHWEST HEALTH —

Make Your Mark

DEPARTMENT: Human Resources and Employee Health and Education

JOB TITLE: Human Resource and Employee Health and Education Volunteer

REPORTS TO: Human Resources Director

ROLE SUMMARY:

The Human Resources Volunteer is responsible for assisting the Human Resource Department in administrative duties. The volunteer may also aid in special tasks as they arise.

JOB QUALIFICATIONS:

- A. Strong written and verbal communication skills.
- B. Proper phone etiquette.
- C. Exceptional interpersonal and organization skills while demonstrating good work ethics, leadership and performance.
- D. Basic understanding and comfort with computers and experience in Windows environment, Microsoft Office, and Excel.
- E. Ability to maintain a high level of confidentiality.

ESSENTIAL FUNCTIONS:

When interacting with employees, other volunteers, patients and the general public, portrays a professional, confidential, honest, fair, and respectful manner.

Promotes good employee relations and acts as a liaison between personnel and management.

Works with the Human Resource personnel on projects as assigned or determine by need, helping other team members when own work is completed.

Executes procedures and assists in administrative duties for the Human Resource and Employee Health and Education Departments.

Aids in maintenance of the Human Resource Information Systems. This comprises of inputting personnel information, maintaining and updating personal records, and generating and deleting records as needed.

Carries out standard administrative tasks such as filing, organizing and re-locating employee files and or related materials.

With us, it's always personal



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PHYSICAL REQUIREMENTS:

Continuous Demands (61%-100% of the time)

- Operation of standard office equipment (i.e. computer, telephone)
- Reading/ability to visualize information on computer screen and other paper documents
- Simultaneous use of hand, wrist and fingers
- Use of oral communication to perform work

Frequent Demands (31%-60% of the time)

- Pushing/lifting objects up to 20 pounds
- Reaching and stretching arms above head to access files or other resource information
- Walking, standing and bending
- Requirements for far acuity, sharpness of vision and distinguishing colors
- Sitting for extended periods

Occasional Demands (1%-30% of the time)

- Standing, climbing and crawling

ENVIRONMENTAL CONDITIONS:

- Occasional exposure to noise, dirt/dust, and smoke

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

Volunteer Name

Volunteer Signature

Date



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— HEALTH —

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