

High School Co-operative Education Placement Description

Department/Program:	Human Resources – Benefits	Location	West 5 th
Manager	Betty Kenney	Placement Supervisor	Dayna Clews
Hours for Fall/Winter placement	AM or PM	Dress code	Security ID Badge, Personal Alarm, Professional Image Standard
Department/Program Description			
Reporting to the Manager of Benefits and Wellness, the Human Resources Pension & Benefits team is responsible for providing professional service and support to St. Joseph's Healthcare Employees and Managers in the areas of Group Benefits (health, dental, short and long term disability, life insurance), Pension, and employee file record management.			
Duties & Responsibilities		Learning Opportunities	
<ul style="list-style-type: none"> - Become familiar with MyStJoes page and HR related forms - Learn to audit standard operating procedures based on current HR related forms - Gain exposure/learn how to create basic HR benefit requests (ie. Bereavement letters, credit letters, lawyer requests, address changes, status changes) - Assist in preparing/sending New Hire Packages - Become oriented on how to use various software programs such as infinium, excel, word, powerpoint, parklane - Learn to comply with retention requirements using hardware to scan closed long term disability and terminated employee files and how to covert hard copy records to electronic scanned format - Assist in preparing employee Long Term Disability Packages 		<ul style="list-style-type: none"> - Experience working in a Human Resources (HR) department - Job shadow HR benefits staff and overall HR Coordinators - Learn basic use of computer software/hardware - How to convert hard copy data to digital format - Become aware of employee orientation process - Filing, scanning termination and closed long term disability files - Automate letters 	
Desired Skills		Student Expectations	
<ul style="list-style-type: none"> - High level of English (verbal and written) additional languages may be beneficial - Maturity to recognize need for sensitivity to employee privacy - Comfortable with extended sitting, standing and walking - Ability to work in a busy environment - Ability to follow directions - Attention to detail ensuring accuracy at all times - Good organizational skills - Commitment to maintaining confidentiality, regardless of whether confidentiality information arises during the course of the student's direct duties or while overhearing information discussed while at placement - Able to function with minimal supervision at times - Maintains professional /mature behaviours (i.e., no 		<ul style="list-style-type: none"> - Complete and submit organization's immunization form by the given deadline. If form is not submitted on time, placement start date is delayed - Attend and participate in a general hospital orientation prior to the beginning of your co-op placement - Review and sign a confidentiality agreement. Ensure that you are upholding the confidentiality of our patients, visitors and family. - Complete the Unpaid Learner Safety & Training Compliance Record and return to Co-op Coordinator within 5 days of start of placement 	

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<p>texting or use of personal or program computers)</p> <ul style="list-style-type: none"> - Experience using Microsoft word 	<ul style="list-style-type: none"> - Follow proper hand hygiene protocols and practices while at placement - Be aware of emergency response plans. Be a part of code drills as well as be aware of emergency preparedness procedures of your unit/clinic/placement - Follow directions given by co-op coordinator and placement supervisor, asking for clarification when needed - Follow policies and procedures outlined in Co-op Reference Guide, given through email before the orientation - Follow corporate professional image standard - Arrive on time ready to begin and leave at the end of allotted placement time - Take full advantage of learning opportunities while completing placement and not seek out learning opportunities without approval from placement supervisor - The intent of co-op placements is to provide students interested in careers in healthcare with an opportunity to learn about a wide variety of careers and therefore are not intended to replace staff. 		
<p>Learning Map (Subject to change throughout placement)</p>			
<p><u>Week 1 – Orientation:</u></p> <ul style="list-style-type: none"> -Tour, code instructions -Specific information regarding privacy of information and employees’ rights -Infection control measures (if applicable) -Schedule for placement – start/finish/break times -Absence, accident, incident process -Appearance requirements, policies (scent, footwear, etc) -Roles of staff and learners within Human Resources department -Occupational safety requirements within the department <p><u>Week 2 to end of term:</u></p> <ul style="list-style-type: none"> -Learning will be dependent on appropriate opportunities <p><u>Final week of placement:</u></p> <ul style="list-style-type: none"> -Reflection on placement 			
<p>Approved By:</p>		<p>Date:</p>	
<p>Approved By:</p>		<p>Date:</p>	