Family & Human Services Program

FIELD SITE SPOTLIGHT

1. Agency: Alvord-Taylor Inc.
2. Contact Name: Laurie Inglish
3. Position: Human Resources Manager
4. Email & Phone: hr-dept@alvordtaylor.org
5. Organization’s mission/client focus:
   Vision: Building a community of endless possibilities, one person at a time.
   Mission: A vibrant and unified community for all.
6. Site settings: Administrative Office
7. Site supervisor: (if other than the contact above) Laurie Inglish (HR Manager)
8. Intern tasks/experience to gain: Intern to perform full-cycle recruiting processes including sourcing candidates, reviewing resumes, conducting phone screens and Zoom interviews and completing reference checks and writing and presenting offers. Additional skills obtained in how to counter objections, ask qualifying questions, and secure verbal commitments from candidates.
9. Anticipated structure of weekly hours: 6 hours a week. Two 3 hour shifts a week.
10. Expectations of interns: Communicate with site manager regarding weekly progress on assigned tasks.
11. Training provided: CPR, OIS, Mandatory Abuse, Blood Born Pathogens
12. Is a separate background check required in addition to the UO requirement: Yes
   Per State of Oregon requirements; criminal background check and DMV authorization.
13. Anticipated number of intern spots available each term: 1
14. How to apply for a position (e.g. cover letter/CV/online application/email): We will post open internships through website https://alvordtaylor.com/work-here/apply-for-a-job/
   Resume required.
15. Additional comments: 