

Misericordia Home: HR & Staff Development

2019-2020 Social Justice Intern: Makayla Ostapa

Introduction

The Social Justice Internship is: "The Social Justice Internship Grant Program is a year-long, 250-275 hour internship experience. Students will have the opportunity to engage in significant work at one of four Chicago area non-profits: Misericordia, Catholic Charities, ONE Northside, and Girlforward. Through a competitive application process, 13 students will be selected and will move through the internship experience in a cohort model. In the first (fall) semester, the cohort will meet every few weeks for community building, reflection, and continued training."

Misericordia's mission statement is: "The mission of Misericordia/Heart of Mercy is to support children and adults with intellectual and developmental disabilities who choose our community by providing the highest quality residential, training, and employment services. We provide the full continuum of care designed to meet each person's changing needs and maximize his or her independence, self-determination, interpersonal relationships, and engagement in the community. Through our dedicated families, employees, volunteers, supporters and community networks, we offer an environment that fosters each person's spirituality, dignity, respect, and quality of life."

My Role

Misericordia is a non-for-profit organization who cares for people with developmental and physical disabilities. As a Social Justice Intern, I serve on a team of 13 interns where we work and learn alongside professionals at several locations. I interned in both the Human Resources (HR) and Staff Development (SD) departments at Misericordia and had the pleasure of working on numerous projects.

My time was split between two departments at Misericordia. During my time in HR I have learned and observed different aspects of HR. I assisted in the initial interview session, learned about the onboarding process and helped with the different databases such as IDPH and others. I also learned about benefit enrollment, OSHA incidents, and termination.

My time in Staff Development looked quite different than in HR. In HR I focused on a variety of daily tasks whereas SD had larger more creative opportunities. Most of these projects required research, collaborating and communicating with staff members and utilizing computer applications to compile projects.



MISERICORDIA
HEART OF MERCY

Projects & Learning Objectives

- Onboarding process
- OSHA and non-OSHA incident reports
- Termination updates
- Training improvement
 - HR & SD directory
- Expo Posters
- Interview Observation
- HR Processes checklist
- Excel documents for hiring events
- Benefit enrollment

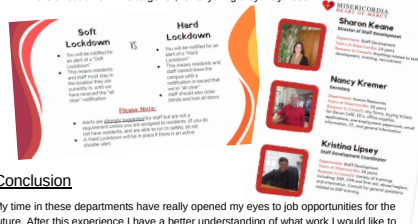


Acknowledgements

A special thank you to professor Andrew Miller for guiding myself and my peers during this process. I had the pleasure of working under several amazing individuals including: Lorraine Cobbs, Sharon Keane, Kristina Lipsey, Brittany Willie, Joseph Young, Kim Huwe and many others. Thank you so much for hosting me at Misericordia and teaching me! Your patience and understanding was more than I could have ever anticipated.

Projects

There were several projects I worked on during my time at Misericordia. One of the projects I worked on was for Misericordia's training Expo. I created two presentation boards for Sexual Assault within the workplace as well as Active Shooter situations. The second main project I worked on was creating a directory for the Staff Development and HR departments so that new staff members have more direction on who to go for, for anything they may need.



Conclusion

My time in these departments have really opened my eyes to job opportunities for the future. After this experience I have a better understanding of what work I would like to do. I have really enjoyed my time in SD using my creativity and hope to use these skills in my future endeavors. My supervisor Kristina truly made the biggest impact on my experience while at Misericordia. She has helped me shape my idea of what leadership means to me, and continues to be a positive and encouraging influence in my life. I greatly appreciate the time she took to mentor me. Kristina is an ideal role model for me and has a compelling humbleness about her.

HR has opened my eyes the different aspects of social justice. At the start of my internship I struggled with understanding how I was apart of a social justice program, when the work I was doing was not a directly impacting the residents nor Misericordia's strive towards social justice. However, over time I realized social justice would not be possible without HR. HR allows for our residents at Misericordia to be respected and cared for in a humane way. Without HR there would not be the proper channels to uphold the legal protection residents at Misericordia have access to.

I am very grateful for this opportunity and the chance to have met such wonderful people. The most notable thing I learned was that social change has many channels and even the smallest thing you do to uphold what is right and just, is worth it. It is important to recognize any effort towards a movement or topic in need of social justice is something that must be done in order to foster change.