

CHARLES DREW HEALTH CENTER, INC.
Intern Description

Intern Title: Health Administration Intern
Department: Administration
Supervisor: Chief Executive Officer
FLSA Status: Exempt
Last Reviewed: April 26, 2007

INTERN SUMMARY

The Health Administration Intern will participate in various administrative activities designed to utilize conceptual, technical, and interpersonal skills to contribute to the goals and principles in the practical framework setting of a diversified healthcare organization. A component of the experience will include evaluation of strengths and weaknesses as an executive and preparation of a personalized set of learning objectives. The Health Administration Intern will be expected to complete specific assignments and fulfill defined responsibilities that will contribute to professional growth and development.

INTERN-SPECIFIC FUNCTIONS/DUTIES & RESPONSIBILITIES

- Review and report on operational information as required by management.
- Examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standard.
- Review tables of accounts for proper entries into account records.
- Examine and analyze Human Resources records and work processes and report findings to management.
- Design, maintain, and analyze reports for management as assigned.
- Analyze internal processes and recommend procedural policy changes to improve operational efficiency.
- Examine/review the supportive services throughout the organization as defined by management.
- Examine/review vendor contracts for work compliance.
- Shadowing the Management of Information Systems Manager to observe network infrastructure proper functioning.
- Other duties as assigned.

INTERN REQUIREMENTS

- Education: Masters Degree Level Student.
- Licensure: N/A
- Experience: Student with a concentration in Health Administration, Public Health, Business Administration, Health Information Management, or Human Resource Management.
- Expertise: Proficient in the MS Office Suite (especially with database and spreadsheet development), excellent oral and written communication, and action oriented.
- Language: English fluency (Spanish or Sudanese language fluency a plus).
- Hours of Work: 40 for a 12 week period.
- Travel: 0-5% of travel.
- Exposure: Must complete mandatory training necessary to work in the healthcare environment: bio-terrorism, epidemic outbreak, bloodborne pathogens, etc.
- Physical: Able to function in a reasonable capacity.

Non-Material Handling Activities	NEVER 0% of Day	OCCASIONAL 1-33% of Day	FREQUENT 34-66% of Day	CONSTANT 67-100% of Day <u>75%</u> <u>25%</u>
SITTING	_____	_____	_____	_____
STANDING	_____	_____	_____	_____
BENDING (Stooping)	_____	_____	_____	_____
REACHING-FORWARD	_____	_____	_____	_____
REACHING-OVERHEAD	_____	_____	_____	_____
CLIMBING	_____	_____	_____	_____
SQUATTING (Crouching)	_____	_____	_____	_____
KNEELING	_____	_____	_____	_____
WALKING	_____	_____	_____	_____
CRAWLING	_____	_____	_____	_____
BALANCING	_____	_____	_____	_____
REPETITIVE LEG/ARM MOVEMENT (Foot or Hand Controls)	_____	_____	_____	_____
COMMENTS				

I have reviewed this intern description and understand the competency and performance expectations of my internship:

Intern Signature

Date

I have reviewed this intern description with the intern:

Supervisor Signature

Date

I have reviewed this intern description with the supervisor and intern and believe it to be a true representation of the experience to be obtained by the intern:

Signature of Human Resources Manager

Date