Intern - SSC

**Job Summary** – The Intern - SSC position provides individuals currently enrolled in an accredited college/university the opportunity to work on projects that satisfies college/university internship program guidelines and requirements. In addition, the internship teaches entry-level management and technical skills within an SSC.

**Supervisor** – SSC Management as assigned

**Supervises** – N/A

**Duties (included but not limited to):**
- Program participants must “complete” scheduled training and/or project assignments.
- During the program, candidates will assist management/leadership by completing daily assignments and working on department projects, as needed, to further enhance their management and technical skills.
- Candidates must participate in and meet the requirements of all applicable college/university program requirements to remain in the program.
- Practice and adhere to the “Code of Conduct” philosophy and the “Mission and Value Statement.”
- Other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES**
- **Self-motivated** - ability to work independently and as a team member.
- **Applied Learning** – effectively apply new knowledge to achieve results; readily picks up new information and applies it to work; excels at understanding new concepts and information.
- **Decision Making/Critical Thinking** – addresses conditions that may cause problems to recur in the future, not just the immediate instance; actively seeks data from a variety of sources; analyzes and finds alternatives to ineffective processes; integrates information to detect trends, associations and cause and effect relationship
- **Communication** - communicates clearly and concisely, verbally and in writing. This includes utilizing proper punctuation, correct spelling and the ability to transcribe accurately.
- **Customer orientation** - establishes and maintains long-term customer relationships, building trust and respect by consistently meeting and exceeding expectations
- **Interpersonal skills** - able to work effectively with other employees, patients and external parties
- **PC skills** - demonstrates proficiency in Microsoft Office applications and others as required
- **Policies & Procedures** - demonstrates knowledge and understanding of organizational policies, procedures and systems
- **Basic skills** - organizes, performs, and tracks multiple tasks accurately in short timeframes; works quickly and accurately in a fast-paced environment while managing multiple demands; works both independently and collaboratively as a team player; adaptability; analytical and problem solving skills; performs basic mathematical calculations; attention to detail; balances and reconciles figures; uses proper punctuation and spelling; transcribes accurately.
EDUCATION
Currently enrollment in an accredited college/university

EXPERIENCE
Less than one year experience in healthcare, logistics and/or finance

CERTIFICATE/LICENSE — N/A

PHYSICAL DEMANDS/WORKING CONDITIONS
Requires prolonged sitting/standing, some bending, stooping, walking and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports or other information. Requires lifting papers/boxes and pushing/pulling up to 25 pounds occasionally. Work is performed in an office environment or hospital setting. Work may be stressful at times. Contact may involve dealing with angry or upset people. Staff must remain flexible and available to provide staffing assistance for any/all disaster or emergency situations.

OSHA CATEGORY
The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency care or first aid, or to be potentially exposed in some other way.

Signature
My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

_________________________________________   ______________
Signature                                           Date