

VOLUNTEER/INTERN POSITION DESCRIPTION

Position Title: Informational Technology (IT) Intern

Reports to: Information Systems Director – Jeff Novick

Overview:

The IT Intern gains experience while learning how healthcare organizations manage information and handle HIPAA regulations. In addition to building SharePoint based tools and workflows, the IT Intern participates in the management of network accounts and access, help the tracking of IT Department inventory, and support other data validation work and projects as needed.

Minimum Requirements:

- Interest in learning about Health Information Technology
- High proficiency with Microsoft Excel and Outlook
- SharePoint experience is a plus, but not required
- Willingness to learn and attention to detail
- Able to commit to a consistent weekly schedule
- One 4-hour shift per week minimum. Shifts are Monday-Friday mornings and afternoons

Internship Benefits:

- Gain an understanding of Information and Technology use in Healthcare
- Experience working within HIPAA regulations
- Potential to develop advanced excel skills
- Marketable experience building intranet sites and workflows in Office 365/SharePoint Online
- Letter of recommendation for those in good standing with supervisor

Diversity, Equity, and Inclusion:

CommuniCare OLE is an inclusive environment that promotes and values diversity and life experience. CommuniCare OLE encourages people of all backgrounds to contribute their unique perspectives to CommuniCare OLE as a volunteer including, but not limited to, Black, indigenous, people of color, immigrants, refugees, LGBTQIA+, people with disabilities, veterans, individuals of all ages and religions, as well as those who have experienced the criminal justice system.

Student Learner, Volunteer, and Intern Expectations and Physical Requirements:

We expect all our student learners, interns, and volunteers to be punctual, effective communicators, and team players. Attendance and timeliness are necessary but flexible, dependent upon department needs, as long as communication is provided. Strong interpersonal skills and the ability to take direction are expected as well as the ability to work independently. Physical demands may include operating office equipment, the ability to sit or stand for long periods of time, occasional walking, and the ability to bend and lift up to 25 pounds. Hearing and vision required.

Last modified 11/20/2023

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Student Learner, Volunteer, and Intern Acknowledgement:

This document does not create any contract, implied or otherwise. I recognize that I have no guarantee of volunteer/internship hours at CommuniCare OLE. My signature below is to acknowledge that I have received a copy of this intern position description. I have read and I understand the information contained herein. If I have any questions about the content of this position description, I can contact my Supervisor/Manager, the Volunteer and Student Program Supervisor, or another person in the Human Resources department.

Volunteer Name (please print)

Volunteer Signature

Date