

**Position Title:** Informational Technology (IT) Intern

**Reports to:** Information Technology Director

**Position 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
- Availability for 2-3 times a week/ 4-hours per day between 8am-5pm on weekdays

**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.

**Expectations and Physical Requirements:**

We expect all our volunteers, interns, externs, and learners 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.