
POSITION TITLE:

Summer Intern: Economics Research

Name:

Hire/Start Date:

Position description expires one year from effective date unless renewed after one year. Renewals are effective in one-year increments.

POSITION PURPOSE: This is a full or part time position. The purpose of this position is to expand knowledge by utilizing company data in an effective way and completing research projects which may directly or indirectly influence financial, growth, service or quality aspects of services rendered.

The employee shall be in philosophical agreement with program goals and the program model. In-service/workshop training will be arranged with intern supervisor and other members of leadership as indicated for tasks and responsibilities. Involvement in a continuous, formal education program is encouraged.

POSITION REQUIREMENTS / QUALIFICATIONS:

Education/Experience: Full Time enrollment in an accredited undergraduate degree program highly preferred. 1+ years of healthcare experience a plus.

Licensure/Certification: Not applicable

Skills/Abilities: Demonstrates proficiency in communication & written skills. Proficiency in intermediate mathematics and statistics. Working knowledge of Microsoft Office and Google based applications.

Other Expectations: Successful completion of background check and other pre-internship requirements

POSITION RELATIONSHIPS:

A. Responsible To: Operations Administrator and Finance Director

B. Interrelationships: Maintains open communication lines with agency staff, attending clinicians and physicians, clients and families.

ENVIRONMENTAL CONDITIONS:

Position is required to work in a temperature controlled environment; 80 - 90% of the time spent indoors. Potential exposure to violent situations. Potential exposure to airborne/blood borne pathogens or other potentially infectious materials.

MACHINES / EQUIPMENT USED:

Computer Calculator
Fax machine Telephone system Xerox machine

PERFORMANCE / PROFICIENCY STANDARDS:

Performance standards are integrated within the position responsibilities. The principle functions of the positions identified shall not be considered as a complete description of all the work requirements and expectations that may be inherent in the position.

PHYSICAL & MENTAL DEMANDS:

Good health, emotional stability

SUPERVISION PROVIDED TO POSITION:

Direct supervision is provided by the Finance Director and Operations Administrator, the degree to which is evaluated on an individual basis.

ESSENTIAL POSITION RESPONSIBILITIES:

Complete research project regarding expansion and development of rural mental health facilities including the impact of insurance carriers on financial implications of the company. Other administrative duties may be assigned as appropriate.

APPROVALS

Intern Name _____ Date _____

Supervisor Name _____ **Position** _____

Supervisor Signature _____ Date _____

Supervisor Name _____ **Position** _____

Supervisor Signature _____ Date _____