JOB DESCRIPTION

TRAINING AND DEVELOPMENT INTERN

JOB CODE: N/A

DEPARTMENT:

PRECEPTOR/REPORTS TO:

APPROVED BY: ___________________________ DATE: ___________

(ORGANIZATIONAL PRECEPTOR)

JOB SUMMARY AND RESPONSIBILITIES:

The training and development intern will work alongside the training team to design, develop, and evaluate training programs, learn and perform administrative functions. Work involves the performance of a wide variety of planned clinical oriented functions and learning experiences with program emphasis of all aspects of healthcare rather than on a particular system. Work is performed under the direction of the director and is reviewed through oral examination, case record audits, consultation with other staff members, and direct observation of the intern performance.

SCOPE OF RESPONSIBILITY AND AUTHORITY

NOT APPLICABLE

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

1. A self-starter with the ability to work independently with minimal supervision.
2. Detail-oriented and well organized.
3. Good verbal and written communication skills, computer skills include knowledge of Microsoft Office.
4. Work with director to coordinate, compile and organize information necessary for the preparation of regulatory visit.
5. Accountable for outstanding customer service to all external and internal customers.
6. Develops and maintains effective relationships through effective and timely communication.
7. Takes initiative and action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.
8. Participates in staff general orientation
9. Maintains records of training/instructional activities and evaluate the effectiveness of courses/programs.
10. Other duties, as assigned

POSITION REQUIREMENTS
Currently enrolled in an undergraduate program in the field(s) of healthcare or education from an accredited Bachelor’s program and in good academic standing.

Excellent verbal, written and interpersonal skills; ability to speak and communicate well with internal and external customers.

Public speaking and presentation skills

Physical Demands and Work Conditions

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Time Commitment

- Serve 10-15 hours per week
- Typical office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.
- Occasionally some weekends and/or evenings