



Intern Job Description

Intern Position Title: Clinic Assistant Intern

Purpose/objective: The Clinic Assistant Intern serves as an integral member of our clinical team, ensuring patients receive continuous communication with our clinic. Interns will be physically located in the middle of the clinic, allowing the opportunity to observe and help clinical staff as need be. Clinic Assistant Interns will become well versed with Athena, our Electronic Health Record. Furthermore, Clinic Assistant Interns may be asked to assist with a wide variety of clinical and quality improvement projects, from helping monitor complex patients to doing cost analyses for patient equipment. Non-paid internship.

Location: Open Door Clinic within UMWC 1390 Capital Blvd. Raleigh NC, 27603

Key responsibilities: (Include, but are not limited to)

1. Navigating EHS system; Athena
2. Scheduling patients for telehealth or in-person appointments
3. Calling patients regarding appointments or questions they have
4. Take part in unique ODC projects

Qualifications:

1. Spanish proficiency
2. Multitasking skills
3. Highly organized, self-motivated, clear communication skills
4. Personable

Skills & Interests: Pre-Health, Public Health, Health Care Management, Practice Management

Time commitment: Assigned 2-3 regular shifts per week

Schedule: Available shifts are Monday – Thursday 9am–1pm / 1–5pm

Training/support provided: The initial training takes place on orientation day. You will have constant support during shifts to ask questions and problem solve.

Benefits: Learning the ins and outs of a primary care clinic, strengthen communication and customer service skills, exposure to Spanish, tight knit community of staff and volunteers

Intern Supervisor: Clinic Manager and Clinic Coordinator(s)