



Intern Job Description

Intern Position Title: Clinic Director Intern

Purpose/objective: The Clinic Director Intern will work alongside our Clinic Director in various projects and initiatives. These include among others, quality improvement initiatives, Clinic onsite events coordination (flu vaccination, eye exam clinics), reports, surveys, telehealth and Clinic activities logistics, revising clinic's standard operating procedures, accreditation efforts and others. As an intern, you will gain experience in healthcare management related work and will play a valuable role in helping our Clinic achieve a high standard of care and efficiencies to better serve our patient population. This is a non-paid position.

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

Key responsibilities:

- Assist on quality improvement initiatives and operations of the Clinic.
- Population Health management coordination and activities
- Help to maintain a high standard of care through clinical and administrative projects.
- Develop, review, and revise clinical SOPs (standard operating procedures)
- Assist in Clinic reports and grant writing.
- Assist in patient survey administration.
- Ensuring clinic procedures meet various regulatory requirements.

Skills & interests: Healthcare Administration, Healthcare Management, Pre-Health

Time commitment: 8-12 hours per week which equals to 2-3 shifts per week.

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

Training/support provided: Training will be conducted during the first several shifts. Staff will always be around for support.

Benefits: Experience the administration work it takes to run a Free Clinic.

Intern Supervisor: UMWC Clinic Director