

Opportunity Description
Long Term Care Intern

Suburban Health Organization is a physician and hospital network serving Indiana since 1994. We seek a part-time Long Term Care Intern to join our team. This role will contribute to the overall success of the organization by performing individual and team projects as assigned by the Long Term Care Coordinator. The Long Term Care Intern will demonstrate ethical behavior and business practices, and ensure own behavior aligns with the core values of the organization. While serving in the Long Term Care Intern position, there will be exposure to and a growing understanding of the Indiana healthcare system.

Primary Responsibilities

- Professionally represent SHO to owners, business partners, clients, and customers.
- Practice and contribute to the principles incorporated within the mission, vision, and core values of the organization.
- Demonstrate initiative and willingness to help others on a consistent basis while maintaining an effective working relationship with all stakeholders.
- Maintain appropriate records for Long Term Care initiatives including department reports and data collection.
- Coordinate the planning and logistics for recognition events with hospitals and nursing facilities as outlined within event action plans.
- Support arrangements related to Long Term Care CEO and Hospital meetings.
- Provide assistance with the implementation of Long Term Care initiatives.
- Contribute to the creation and distribution of Long Term Care communications.
- Assist with quarterly education events as outlined within event action plans.

Qualified candidate will possess:

- 1-2 years of relevant work experience or may be a student currently enrolled in a healthcare or related program
- Interest in long term care and related processes
- General knowledge of the medical community
- Ability to work with minimal supervision; independent thinking with creative mindset
- Experience working with Microsoft Word, Excel and databases
- Excellent oral/written communication skills
- Attention to detail
- Good organizational skills for coordination and prioritizing of assignments
- Team-player who thrives in a learning environment

For more information and to apply online, please visit:

www.suburbanhealth.com

Please send emails to jobs@suburbanhealth.com.