

# CHRIST COMMUNITY H E A L T H

Job Title: Quality Improvement Assistant (Intern) Supervisor's Title: Medical Director Department: Medical	FLSA Status: Non-Exempt Revised: 11/06/2018
--	--

**General Summary:** This internship is for students taking a gap year before going to a health profession school (medical, public health, and physician assistant) and who have a vision for primary care among the poor.

The intern reports to the Medical Director and is responsible to assist with a variety of quality improvement, clinical, and administrative tasks or projects. Job assignments will vary by the current needs of the clinic as determined by the medical director.

**Major Areas of Responsibility:**

1. Carry out various quality improvement projects for healthcare delivery
2. Run EMR reports to assess clinic performance metrics and quality improvement
3. Collaborate with interdisciplinary team of health professionals to improve care and provide quality improvement support
4. Create agendas and take minutes for Quality Improvement, Risk Management, and Provider Meetings
5. Assist with various community engagement programs with the local Augusta community
6. Work on developing Summer Internship and student outreach to regional Universities and Medical Schools, as well as global medical partnerships
7. Assist with grant writing and collaborating with community foundations
8. Keep track of medical director schedule and serve as point of contact for other staff
9. Perform miscellaneous tasks as directed by the Medical Director

**Required Knowledge, Skills, Abilities:**

1. Ability to work with Microsoft Windows, Access, Excel.
2. Ability to work in multi-cultural setting.
3. Ability to strongly embrace and personify the mission of the Christ Community Health Services Augusta.
4. Ability to collaborate and interact with a diverse group of health care professionals.
5. Ability to organize, problem solve, and handle multiple tasks.
6. Ability to work under stress in high-pressure atmosphere.
7. Ability to initiate and complete involved projects – especially as it concerns implementation of ideas.
8. Ability to encourage and support clinical staff with the demands and newness of operational and quality improvement change.
9. Requires one year commitment as paid internship.

**Education and Experience:** Bachelor's Degree or equivalent preferred.

Physical Requirements	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pushing/Pulling	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

**Working Conditions:** The position has normal office working conditions with the absence of disagreeable elements.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**By signing below, I acknowledge that I have read and understand this job description and I am ready to perform the duties listed above.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date