

VACANCY POSTING

UPPER MATTAPONI ENROLLED CITIZENS ONLY

POSITION TITLE: Intern – Health Administration	STATUS: Part-Time
DEPARTMENT: UMIT Health Services	SALARY: \$20hr
SUPERVISOR: Director, Medical and Dental Services	POSTING: 03/06/2024
	CLOSING: Until Filled

POSITION DESCRIPTION

General Summary

UMIT Healthcare offers clinic, lab, pharmacy, behavioral health, home health, and soon dental services. UMIT healthcare is operated by the Upper Mattaponi Tribe located in King William, VA. Our focus is to provide quality care to our citizens, the underserved, and the community at large and we are looking for individuals with the same goal. This opportunity is in Aylett, VA.

Position

Intern – Health Administration

The Health Administration Intern is a student enrolled in a degree program at a college or University, preferably in Health Administration or Business Administration. The incumbent will complete a rotation through each of the Tribe’s medical and dental facilities focusing on both the front office and back-office functions. Since this position is viewed as a learning opportunity, special projects may be assigned dependent on the incumbent’s skills and interests. This is a temporary position for the summer only.

Primary Duties and Responsibilities

While some of the essential functions of the Health Administration Intern role are completely independent, the incumbent will be expected to work in a team environment and cooperate during group assignments and to politely communicate and interact with the public and other tribal employees and volunteers. The ability to take directions, as needed, from supervisors is required. The incumbent will be expected to become familiar with and follow all tribal procedures.

- Provide general assistance in day-to-day activities through the completion of projects and tasks. Project and task assignments will be developed based upon the learning objectives of the intern, skill set of the intern, and the needs of the department. The projects and assignments will relate to employee engagement, patient engagement, financial analytics, clinical analytics, business plan development, budgeting, and process improvement.

Knowledge, Skills, and Ability Qualifications

- High school diploma or GED.
- At least 18 years of age and enrolled in a degree program at college or university, preferably in Health Administration or Management.
- Basic understanding of healthcare principles is required.
- Proficiency with office management software and the ability to do basic math is required.

Other Requirements

Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicants for consideration for the position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

How to Apply

Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- AND**
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

Attn: Intern- Health Administration to:
careers@umithealth.com

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the preceding situations, the Tribe is an Equal Opportunity Employer (EOE).