



Internship/Residency for Spiritual Care

POSITION PURPOSE:

This position requires multi-tasking skills and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Attention to detail is vital. Demonstrated agility to shift direction in response to changing work situations is critical. Proficiency with Microsoft Office Outlook, Word, and Excel is required. The ideal candidate will have a minimum of one year administrative and office experience supporting management in a fast-paced office environment. High school diploma and some college required.

The Intern reports to the Spiritual Care Director.

Prerequisite knowledge and skills

- Interest in Office Management, Healthcare Administration, and Community Relations.
- Some knowledge of faith, human development and spirituality preferred.

Spiritual Care Department responsibilities

- Maintain databases and managing databases for events and groups;
- Research and compile data: patient's visit request, contact information, and other related records;
- Creating and editing publications, agendas, and event invitations;
- Process incoming and outgoing correspondence;
- Answer calls and directing inquiries to the appropriate staff member;
- Making copies and collating documents;
- Other office support functions including compiling and formatting briefing/meeting materials, prepare shipments and mailings;
- Work on special projects as assigned.

Objectives

- Assist the Director with referral and daily visits compliance for inpatient, outpatient and pre-surgical patients.
- Assist the Director with clerical tasks.
- Review status of monthly department goals.

MAJOR PROJECT :

To be determined at the beginning of the semester depending upon area of focus. Project examples: Spiritual Care in health care administration, health literacy, volunteer management and social skills development, clinical pastoral education management.

For Internship/Residency Contact:

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