

Health Services Administration Intern



About Us: Grace Medical Home provides ongoing comprehensive, whole-patient care to the low-income, uninsured of Orange County. Our mission is to be a medical home reflecting the heart of Christ by offering the highest level of health care to those in our community who need it most. We began seeing patients in 2010 and serve the physical, mental, spiritual, and dental needs of the overlooked in our community.

Join Our Team: As a volunteer, you'll be a vital part of a dynamic, faith-based team that puts others first. From the front desk to the exam room, volunteers help carry out Grace's mission every day.

Volunteer/Intern Role: HSA Interns are a vital part of the Grace team and are typically students who are required to complete a semester rotation as part of their Health Services Administration degree

Time Commitment: Days and times are dictated by university program requirements, and arranged with the department supervisor.

Location: Grace Medical Home - 1417 E. Concord Street, Orlando, FL 32803

Supervisor: Varies based on the clinic's areas of greatest need and the intern's interests

Details: HSA interns are exposed to multiple aspects of clinic operations including but not limited to Administration/Operations, Finance, Volunteer Management, Communications, Community Outreach and Development. Work is focused on administrative duties that are part of the overall function of each department. The intern may use various computer programs including Excel, Word, Volgistics, Raisers Edge, Survey Monkey, and our electronic medical records system. The intern may gather pertinent information for monthly dashboard reports, grant reporting, or work on quality/process improvement projects. The HSA intern will become familiar with how each area of Grace operates for the purpose of working together as a team-based approach.

Who Should Apply: Students pursuing a Health Services Administration degree

How to Apply: Please visit www.gracemedicalhome.org/intern for more information and to apply or email Betsy Culpepper at bculpepper@gracemedicalhome.org.