

INTERNSHIP JOB DESCRIPTION

JOB TITLE: Intern – Social Determinants of Health

JOB CODE: 94000321

DEPT/SERVICE: Eskenazi Health Center

FLSA: Non-exempt

REPORTS TO: Associate Chief Nursing Officer

JOB SUMMARY:

Under the general direction of the Associate Chief Nursing Officer, and to the Director of Community Partnerships of Community Health while participating as a member of the Social Determinants of Health (SDOH) team, the Social Determinants of Health Intern will be assisting with various projects. This role supports Eskenazi Health Center's (EHC) engagement and partnership with the community surrounding the health center aligning with the mission, vision and values of Eskenazi Health (EH) and strategic plans of EH and EHC.

ESSENTIAL JOB FUNCTIONS:

- Assisting the Social Determinants of Health team with drafting grant applications, letters of intent, proposals, and other relevant duties related to proposal development.
- Collecting relevant data for projects, database/spreadsheet development and maintenance for community partnership tracking, etc.
- Assisting with development or updating of SDOH relevant presentations, GIS mapping skills for relevant projects, etc.
- Supporting SDOH Team members in strategy team meetings with various activities related to the outcomes of those meetings, etc.
- Attending staff meetings and other meetings related to work duties.
- Attending relevant meetings in the community and interacting with a diverse group of individuals and organizations.
- Learning about the operations of Eskenazi Health Center, and other relevant areas, to provide context for the basis of the work deliverables.

ASSOCIATED JOB DUTIES:

- Meet all due dates and deadlines
- Meet regularly with the Associate Chief Nursing Officer and the Director of Community Partnerships of Community Health to discuss projects, questions, and timelines, etc.
- Collaborate with other Eskenazi Health Center staff as needed on various projects

JOB REQUIREMENTS:

- High school diploma required,
- Enrollment in educational program that will result in a Bachelor's Degree upon completion,
- Previous writing experience in work or educational environment, and
- Demonstrated mapping experience and spreadsheet/database experience

KNOWLEDGE, SKILLS, & ABILITIES:

- Proficient ability with Microsoft Office suite
- Excellent oral, written and interpersonal communication skills
- Willingness to learn new skills

JUDGMENT:

- Incumbent may work under close supervision following established routines or assigned work with limited employee latitude

CONTACTS – INTERNAL/EXTERNAL:

- Mia Black, mblack@cldinc.org

WORKING ENVIRONMENT:

- Remote, may be required to attend meetings or perform work remote from the health center or hospital campus
- Must be vaccinated

EXPECTATIONS AND BENEFITS:

- Position is for 1-year, full-time
- Pay is \$34,000 with full benefits