

UW HEALTH JOB DESCRIPTION

Intern			
Job Code: 340003	FLSA Status: Non-Exempt	Mgt. Approval: K. Sawyer	Date: March 2023
Department: Multiple		HR Approval: M. Grayson	Date: March 2023
JOB SUMMARY			
<p>The intern position is a project-based learning opportunity. It is designed to challenge the individual's analytical, technical, decision-making, and interpersonal skills while providing exposure to a department(s) in a healthcare field. In this position, the intern can expect to gain experience in healthcare, project management, and leadership while directly improving systems and processes at UW Health. The internship program also provides employees with exposure to organizational philosophies and provides practical application of classroom experiences to the workplace environment.</p>			
MAJOR RESPONSIBILITIES			
<p>Assigned project work may include any or all of the following:</p> <ul style="list-style-type: none"> Quality assessment and improvement Operational process and work system assessment and redesign Design of quantitative and/or qualitative evaluation studies <p>Responsibilities:</p> <ul style="list-style-type: none"> Provide Administrative Support specific to assigned department. Assist with departmental projects and initiatives. Research topics/ issues related to assigned department. Assist in the preparation of presentations and procedures. Answer phone, greet customers, and provide general customer service. Collect and present data/information. Perform entry level functions of assigned department. Update and audit records, databases, reports, etc. Perform other miscellaneous tasks specific to department. <p style="text-align: center;">ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</p>			
JOB REQUIREMENTS			
Education	Minimum	High School Diploma or equivalent	
	Preferred	Pursuing a degree / certification in related field	
Work Experience	Minimum		
	Preferred	General customer service/ administrative experience or experience in field of study	
Licenses & Certifications	Minimum		
	Preferred		
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to learn computer and application skills as applicable to role Proficiency with Microsoft Office Suite Ability to interact with and work around people Ability to make judgments in demanding situations Ability to react to frequent changes in duties and volume of work Effective communication skills Ability to listen empathetically Ability to logically organize details Comfortable accepting responsibility for medium to large scale projects involving multiple resources and spanning many months from start to finish Ability to manage multiple concurrent activities High sense of urgency for meeting commitments and completing assignments Ability to consistently deliver high quality customer service in a professional manner 	

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AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.