



CLINICA MONSEÑOR A. OSCAR ROMERO COMPLIANCE OFFICER INTERNSHIP

Type: Internship

Location: 123 S. Alvarado St. Los Angeles, Ca 90057

Application Deadline: Ongoing until position is filled.

Overview

Founded in 1983, Clinica Monsenor Oscar A. Romero (CMOAR) provides quality and affordable health care, health education, and advocacy services to the uninsured and underserved communities of Greater Los Angeles. Clinica Romero has operating clinics in the Pico-Union/Westlake and Boyle Heights area. The internship will be rigorous and demanding, and it will provide an unparalleled opportunity for personal and professional growth as well as leadership skill building. This is a great opportunity to see and experience firsthand what is involved in the administration of a Federally Qualified Health Center (FQHC).

Responsibilities

- The intern will work closely with the Compliance Officer at Clinica Romero. He/she will be responsible for various projects based on the needs of the departments and interests of the intern.
- Will occasionally file documents, compile and sort data on Excel.
- Compose letters (high level English grammar).
- In addition to gaining compliance experience, the intern will incorporate core organizational values of professionalism with an emphasis on teamwork, kindness, compassion and quality of service at all levels.

Eligibility: undergraduate, recent college graduates or experienced young professionals.

Qualifications

- Motivated, outgoing self-starter, outside-the-box thinker, natural team player and leader
- Exceptional communication skills, strong work ethic
- Possess a high level of organizational skills and be detail oriented
- Proficient in all Microsoft programs
- High level of Excel proficiency required
- Desire in legal, public health and or a compliance career

Time commitment: Minimum of 3-month commitment, with 6 months desirable.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant.

How to Apply

Applications accepted on a rolling basis. Please send your resume to mmiranda@clinaromero.com with the title of the internship and your name in the subject line of the email.