



Clínica
Monseñor Oscar A.
Romero

Improving Patient Experience Internship

Type: Internship | **Location:** 123 S. Alvarado Street, Los Angeles, CA |

Application Deadline: Ongoing until position is filled

Overview

This internship 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

- Assist patients in taking the Patient Satisfaction Survey
- Enroll patients in the MyChart portal so they can access their electronic medical record.
- Scan and file documents

As a volunteer, you have the responsibility to:

- Be punctual for your volunteer duty or shift;
- Communicate any issues or concerns which are likely to affect your volunteer duties;
- Do your duties as assigned and directed;
- Be willing to learn and participate in orientation, training programs, and meetings;
- Keep sensitive organizational information confidential;
- Comply with the policies and procedures of the organization.

The organization is expected to ensure that you:

- Learn about the organization and its volunteer policies
- Get an orientation to the organization and training for your volunteer role;
- Know the organization's policy or protocol for handling complaints or any issues of concern

Eligibility: Undergraduates, recent college graduates or experienced young professionals

Qualifications

- Motivated, outgoing self-starter, outside-the-box thinker, natural team player
- Exceptional communication skills, strong work ethic, and fast learner
- Familiar with Microsoft Office
- Possess a high level of organizational skills and be detail oriented

Time commitment: Minimum of 10 hours per week; minimum of 3-month commitment

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



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