



**Job Code:** 9650

**Grade:** ZZ

**HCWR:** N

**Job Title**

C.A.R.E. Program Intern

**Department**

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Cook County Health (CCH) Connecting Adolescents to Resources Education and Employment Program (C.A.R.E.) is a workforce initiative designed to provide internship and exploration opportunities into entry-level healthcare careers. The C.A.R.E. program is looking to create a diverse workforce pipeline placing individuals in a paid internship throughout various departments at CCH to perform entry level duties. The focus of the C.A.R.E. program is for the interns to gain hands on experience, equip interns with necessary job readiness skills, and explore possible healthcare careers.

**Typical Duties**

- The C.A.R.E. internship is the perfect role for gaining exposure to various aspects of healthcare at a leading diverse health system. Responsibilities and duties vary depending upon assigned department, typical duties include:
- Coordinates communications by receiving and forwarding emails and notices
- Collects, analyzes, and interprets data and produces reports (utilizing current software and/or applications) to support the department's operational needs
- Coordinates department meetings, prepares agendas and minutes; creates and maintains meeting documentation in electronic and/or paper files
- Manages databases and performed data entry and other related clerical tasks - Research topics to prepare reports, documents, and presentations
- Upholds the mission, vision, and values of CCH
- Develops knowledge and understanding of department operations
- Develops working relationships with staff and management that allows for successful business 'interactions across all levels of CCH
- Participates in activities designed for development of interns during assignment
- Shadow/observe departmental staff to learn technical skills related to the industry
- Supports CCH departments on various projects, as assigned

**Minimum Qualifications**

- Must be a Cook County resident between the age of 18-24 years
- Able to travel to assigned CCH location
- Basic Microsoft Office proficiency
- Successfully complete all required Human Resources and Employee Health Service screenings prior to start of internship

**Preferred Qualifications**

- NA



**Knowledge, Skills, Abilities and Other Characteristics**

- Displays maturity with excellent interpersonal, verbal, and written communication skills necessary to communicate with all levels of staff and a patient population composing of diverse cultures and age groups
- Demonstrate critical thinking, problem solving, and relationship management skills
- Ability to work with a collaborate and work with a variety of department staff
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Comfortable in a complex organization and display a passion for a career in healthcare

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**