

|  |  |
| --- | --- |
| **Title**Intern | **Department**Compliance |
| **Reports to**Director of Compliance | **FLSA Class** Non-paid Internship  |
| **Supervises others**No  | **Location**Phoenix/Tempe |
| **SHIFT:** Typical schedule: Schedule will be determined in conjunction with the Director of Compliance and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.  |
| **POSITION SUMMARY:** Interns are given opportunities to gain experience in project management, compliance monitoring, quality management, program development, data collection, and operations |
| **ESSENTIAL FUNCTIONS:**1. Develop an agreement with intern supervisor regarding learning goals.
2. Schedule a weekly supervision with the intern supervisor and come prepared to address:
3. Overview of weekly tasks or projects
4. Assessment of company needs
5. Solutions planned to address these needs and opportunities
6. Requests for help or recommendations in completing tasks or projects
7. Intern’s own assessment of success (or not) of the assigned tasks/projects
8. Research and reading completed on industry standards and best practices
9. Feelings about being in the child welfare and behavioral health industry
10. Career plans and interests
11. Assessment of intern’s ability to collaborate with diverse clients, staff, and programs
12. Any other issues or questions related to internship and the child welfare/behavioral health fields
13. Attend at least two agency staffings per month.
14. Approach team members to become familiar with their programs
15. Prepare reports requested by the Director of Compliance
16. Conduct internal reviews of client records
17. Prepare reports on internal review findings
18. Assist the Director of Compliance in reviewing, updating, and writing company policies and procedures
19. Review, update, and create company and program forms
20. Assist the Director of Compliance with updating forms and information in HRT’s electronic database
21. Completes any forms and file audits required by the agency
 |
| **MARGINAL FUNCTIONS:**1. Other duties as assigned, verbally or in written form.
 |
| **MINIMUM QUALIFICATIONS:**1. Accepted by accredited academic program in behavioral health, psychology, business, healthcare administration
2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
3. Must be able to pass a DCS Clearance with no substantiated reports.
4. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
5. Must be able to work a flexible schedule.
6. Must be able to maintain a high level of confidentiality.

**SKILLS**1. Ability to resolve conflict and remain a neutral party.
2. Ability to function independently.
3. Must have excellent oral and written communication skills.
4. Must have strong organizational skills.
5. Proficient in the use of computers and associated software.

**PERSONALITY/OTHER**1. Ability to build and maintain positive internal and external relationships.
2. Ability to provide exemplary customer service to all employees and outside constituents.
3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.
 |
| **WORK CONDITIONS and PHYSICAL REQUIREMENTS:**This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Program Director if you require any accommodation(s) to perform any of the essential functions of this position.This position will require exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. |
| **Physical Requirements** | **Conditions** |
| [ ]  Climbing [ ]  Balancing [ ]  Stooping[ ]  Kneeling [x]  Crouching [x]  Reaching[x]  Standing [x]  Walking [ ]  Pushing[ ]  Pulling [x]  Lifting [x]  Grasping [x]  Seeing [x]  Hearing [x]  Talking[x]  Tactile sense [x]  Repetitive motions[x]  Visual acuity (color, depth perception and field of vision)[ ]  Minimum of 1 hour of continuous driving per trip | **Environment:**[ ]  Noise [ ]  Extreme temperatures [ ]  Wet and/or humid[ ]  Dust [x]  Limited/office environment **Hazards:**[ ]  Physical Activities[ ]  Volatile clientele[ ]  Potential exposure to contagious diseases due to frequent interaction with clientele |
| **IMPORTANT NOTICE:**This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc.. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.**ACKNOWLEDGEMENT:**I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Manager if I require an accommodation to perform any essential function(s) of this position. I do\* [ ]  or do not [ ]  require an accommodation to perform the essential functions of this position.\* Employee Completes the Request for Accommodation Form. |
| **Prepared by:** Jennifer Kacprowicz, PHR, SHRM-CP**Title:** Human Resources Director | **Approved by:** Kristen Taylor, MBA**Title:** Director of Compliance |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Name (Please Print) Date Employee Signature |