

Undergraduate Health Leadership Initiative
Summer Internship Program

Sweetser
50 Moody St
Saco ME 04072



About the Organization

Sweetser is a nationally recognized and accredited mental health organization. Each year Sweetser's professionals connect 20,000 children, adults and family members with the mental health, recovery and education services they need in the treatment of mental illness. Sweetser's mission is to provide quality treatment, support and hope to children, families and adults through a network of mental and behavioral health, developmental, and educational services.

Internship Title

Training Department Excel Program Intern

Mentor

Sue Hawthorne

Work location

TBD

Time Commitment

35 - 40 hrs/week

Position Description

- Identify a set of training exercises that would assist staff to manage reports produced by the new Electronic Health Record.
- Create the excel samples and the corresponding exercises.
- Identify resources and/or create additional learning aids
- Set up a procedure for staff to locate, complete and submit their completed exercises
- Assist the Training Department with any additional tasks as assigned.

Knowledge, Skills, Abilities and Qualifications

- Must have excellent excel skill and ability to create samples and exercises.
- Must have computer skill and knowledge to learn new programs easily.
- Project management skill and experience desired.
- Serve on committees and task-results teams as needed.
- Maintain current, accurate documentation and records related to the internship
- Be committed to the mission, vision, and values of the organization.
- Work collaboratively as a member of a team with various groups of staff, depending on the issue addressed.
- Demonstrate judgment in determining priority of tasks assigned and follow through in a timely manner.

- Perform all other duties as assigned.

Rate of Pay

\$13/hr

Housing Provided?

No

Other Logistical Issues to be Considered (i.e. travel to meetings or conferences)

Position may require you to attend some meetings

Additional Note about the Position

Intern must pass a background check

Intern must attend an organizational orientation