

Undergraduate Health Leadership Initiative  
Summer Internship Program

Greater Portland Health  
100 Brickhill Ave  
Suite 303  
South Portland ME 04106



**About the Organization**

Greater Portland Health is a Federally Qualified Health Center (FQHC) established in 2009 to provide high-quality patient-centered health care to individuals and families in the Portland community, regard-less of ability to pay. Now with five locations across Portland and South Portland, Greater Portland Health partners with specialists, hospitals, pharmacies and other providers to deliver accessible, affordable and culturally sensitive care to those in need. Greater Portland Health believes all people deserve access to safe and welcoming health care.

**Internship Title**

Quality Program Intern

**Mentor**

Quality Team members

**Work location**

**Hybrid – both in-person and remote work setting**

100 Brickhill Ave., 3rd Floor  
So. Portland, Maine 04106

**Time Commitment**

32-40 hrs/week

**Position Description**

The Quality Program Intern will assist the quality improvement (QI) staff by entering quality data in the electronic medical record and i2i system; running reports and creating forms and graphs; aid in data collection for special studies; medication audits and communicate with patients to schedule appointments for chronic disease management. This position also supports clinical quality improvement projects across the organization.

**Knowledge, Skills, Abilities and Qualifications**

- Clinical quality experience, a plus.
- Strong customer service skills required.
- Experience with Microsoft Word and Excel preferred
- Knowledge of applicable office procedures and terminology
- Knowledge of basic arithmetic to make calculations, balance and reconcile figures and make changes accurately
- Skilled in operating a computer, fax machine and other office equipment
- Ability to read, understand and follow oral and written instruction

- Ability to sort and file materials correctly by alphabetic or numeric systems
- Ability to speak clearly and concisely
- Ability to establish and maintain effective working relationships with patients, employees and the public

**Rate of Pay**

\$16.50/hr

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

No travel required. Needs to be able to work from home part time.

- Frequent exposure to communicable diseases and other conditions common to a medical practice setting.
- Normal medical office environment and remote work on-site at community organizations or other identified locations in the community.
- Often seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies in a typical office environment setting. May frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- May spend extended periods operating desktop computer, requiring hand-eye coordination and finger dexterity; and communicating face-to-face, on the telephone and in writing.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Frequent physical activity requires standing, walking, climbing stairs, bending, stooping, kneeling, and crouching.
- The noise level in the work environment is usually quiet.