

Undergraduate Health Leadership Initiative  
Summer Internship Program

Sweetser  
50 Moody St  
Saco ME 04072



**About the Organization**

Sweetser is a nonprofit community mental health provider with a statewide network of care offering services to people of all ages in mental and behavioral health, intellectual and developmental disabilities, recovery, and education. Accredited by the national Council on Accreditation, Sweetser serves approximately 20,000 children and adults each year.

**Internship Title**

Human Resources Intern/Compliance Department

**Work location**

TBD

**Time Commitment**

32 - 40 hrs/week

**Position Description**

Work alongside Sweetser's Compliance Department toward the mission and vision of attaining our ongoing COA Accreditation

- Assist in setting up and compliance of client records
- Assist in upcoming Sweetser Accreditation process
- Work with compliance on issues surrounding compliance and compliance rules.
- All other tasks as assigned

**Knowledge, Skills, Abilities and Qualifications**

- Must have computer knowledge ability to learn new programs easily.
- Must have writing ability to write in a "how to" type fashion.
- Maintain current, accurate documentation and records related to the internship.
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- 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.

**Additional Note about the Position**

This is a great opportunity to see how a non-profit healthcare organization runs from a human resource perspective. It provides behind the scenes of the rules and laws that non-profits are guided by. It is a wonderful opportunity for a student that is starting out in mental health or any health-related career.