



# Monument Health

## Clinical Operations Internship

<b>Job Title</b>	Clinical Operations Intern	<b>Job Status</b>	Hourly Non-Exempt
<b>Location</b>	Grand Junction, CO	<b>Date Posted</b>	September 5, 2022
<b>Department</b>	Monument Health, LLC	<b>Wage Range</b>	\$15 per hour

Monument Health is looking for interested candidates to fill a time limited internship in the clinical operations department. We're looking for a personable and enthusiastic individual to help support the organization with researching clinical strategy efforts specifically related to developing a chronic disease management program. Successful candidates may be pursuing any degree but must have good project management skills and an interest in healthcare on the Western Slope. Interns will work closely with all team members and will be supervised by the Clinical Operations Manager.

### Job Responsibilities

- Conducts research on market trends, peer-reviewed literature, and industry case studies to define the current state of high-value chronic disease management programs.
- Collaborate with the internal team to draft workflows and write processes to build chronic disease management programs for the clinically integrated network.
- Collaborate with and support the internal team and executive leadership for meeting preparation including, but not limited to, developing presentations and other deliverables, scheduling, setup, etc.
- Accurately document and track your work on internal tools.
- Contributes to team office functions as needed to help the office run in a smooth and efficient manner with minimal oversight.
- Performs duties as assigned or as necessity dictates with the purpose of learning the functions and skills required by a business professional in the healthcare industry.
- Primarily a desk job in an office environment requiring lifting  $\leq 10$  lbs., sitting for long periods of time, and repetitive movements.

### Basic Qualifications

- Interest in chronic disease management programs
- Currently enrolled in a Monument Health-affiliated university (i.e. Colorado Mesa University, Western Colorado Community College); both undergraduate and graduate students welcome
- Located in Grand Junction, Colorado
- 1+ year of experience using collaborative document management solutions such as Google Drive
- 1+ year of experience in Google G-suite and/or Microsoft Office Suite
- Reliable transportation and valid and current driver's license and auto insurance



### **Preferred Qualifications**

- Highly motivated, self-driven person who can learn quickly and be comfortable in a fast-paced, start-up environment where direct feedback is regularly provided
- Background or educational training related to the healthcare field or health insurance
- Work well independently and on a team
- Skilled in critical thinking
- Communicate and clarify intentions, requirements, and offer different perspectives
- Willingness to adhere to and champion Monument Health's Core Values: Community, Stewardship, Integrity, Accountability, Transparency, Results, Growth and Learning

### **Physical Requirements**

- Must have the ability to sit for longer periods of time at a computer
- Frequent repetitive motion using mouse and keyboard
- Frequently required to walk, sit, stand or kneel and occasionally required to balance and stoop
- Occasionally lift and/or move up to 25 pounds
- Moderate noise (business office with computers and printers, light traffic)

### **OSHA Category Classification: JOB CATEGORY II**

Tasks that involve no usual exposure to blood, body fluids, or tissues. However, because of the nature of the work, the performance of Category I tasks may be necessary. The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may result as a condition of employment. Appropriate protective equipment (i.e., gloves, masks, gowns, etc.) are readily available as specified in each procedure. Personnel performing Category II tasks need not be wearing protective equipment, but they should be prepared to put on such protective garb on short notice.

### **About Monument Health**

Monument Health, LLC is a three-way joint venture capitalized in 2015 and owned by St. Mary's Regional Medical Center (and SCL Health), Primary Care Partners, and Rocky Mountain Health Plans (and United Healthcare Colorado). Monument Health facilitates the largest and most comprehensive clinically integrated network (CIN) on Colorado's Western Slope and delivers high-impact population health services. The high performing integrated network and population health services allow for better, more coordinated care and cost containment.

Monument Health currently manages a network of 23,000 members across the Western Slope, which encompasses Commercial, Medicare Advantage, and Dual Special Needs (D-SNP) insurance plans. Monument Health is a co-branded commercial insurance product currently sold by Rocky Mountain Health Plans in Mesa and Delta counties on the Connect for Health Colorado insurance exchange. Self-funded employer groups may also utilize the Monument Health network and population health services on their TPA platforms. In addition, Monument Health offers contracting, data/analytics, population health and employee-based wellness programs and services.



This is a high-intensity role, located in Grand Junction, Colorado. Monument Health is an Equal Opportunity Employer – Minority / Women / Disability / Veteran / Gender Identity / Sexual Orientation. Monument Health is a strictly tobacco-free environment.

Interested candidates should send resumes with cover letters to [support@monumenthealth.net](mailto:support@monumenthealth.net)