



MONUMENT  
HEALTH

## JOB DESCRIPTION

|                  |                              |
|------------------|------------------------------|
| <b>JOB TITLE</b> | Intern - Clinical Operations |
| Effective Date   | April 2023                   |
| Location         | Grand Junction, CO           |

### General Information

|   |                                |
|---|--------------------------------|
| Status: FT, PT, or PRN  | Hourly                         |
| Approximate hours per week  | 20-30                          |
| Salary Range  | \$16/hr                        |
| Position Reports to   | Manager of Clinical Operations |
| Exempt / Non-Exempt   | Non-Exempt                     |
| Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories: <ul style="list-style-type: none"><li>• Seniority</li><li>• Merit</li><li>• Quantity/Quality</li><li>• Geographic</li><li>• Education, Training, or Experience (work related)</li><li>• Travel Requirements</li></ul> |                                |

### Position Purpose (Summary)

We are seeking a motivated intern to join our highly skilled team for a time limited summer internship position. With support from the Manager of Clinical Operations, this intern will be specifically tasked with researching and developing educational materials for chronic care management and transition care management visits. This intern will also assist with content generation for population health outreach programs and support the planning process for Monument Health's annual networking event. An ideal candidate will be adaptable, driven, and have the ability to produce a finished product.

### Essential Job Functions

- Develop a working knowledge of health policy concepts and general health plan benefits.
- Research chronic care management and transitional care management requirements.
- Develop resources that reflect key research elements.
- Collaborate with and support the internal team and executive leadership for meeting preparation including developing powerpoints and other deliverables, scheduling, setup, etc.
- Review potential venues and vendors to prepare for the networking event.
- Contribute to team office functions as needed to help the office run in a smooth and efficient manner with minimal oversight.
- Primarily a desk job in an office environment requiring lifting  $\leq 10$  lbs, sitting for long periods of time, and repetitive movements.
- Other job related duties as assigned.

### Knowledge, Skills, Abilities, and Other Characteristics

- 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 drivers license and auto insurance
- Willingness to adhere to and champion Monument Health's Core Values: Community, Stewardship, Integrity, Accountability, Transparency, Results, Growth and Learning

### 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
- Clinical background or educational training with an experience with project management and project plan development
- An intermediate understanding of healthcare operations
- Work well independently and on a team

### Education and Certifications Requirements

Currently enrolled in a Monument Health affiliated university (i.e. Colorado Mesa University, Western Colorado Community College); both undergraduate and graduate students welcome.

### Monument Health Overview

Monument Health, LLC is a joint venture capitalized in 2015 and owned by St. Mary's Regional Medical Center (and SCL Health) and Primary Care Partners. 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 75,000 members across the Western Slope, which encompasses Commercial, Medicaid, CHP+, Medicare, 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.

### Physical Aspects of the Job

#### Physical Activities

|               | Amount of Time |     |     |      |
|---------------|----------------|-----|-----|------|
|               | -1/3           | 1/3 | 2/3 | 2/3+ |
| Stand         | X              |     |     |      |
| Walk          | X              |     |     |      |
| Push          | X              |     |     |      |
| Pull          | X              |     |     |      |
| Carry objects | X              |     |     |      |
| Crawl         | X              |     |     |      |
| Squat         | X              |     |     |      |

|                                 |   |   |   |
|---------------------------------|---|---|---|
| Sit                             |   |   | X |
| Use fine motor skills           | X |   |   |
| Repetitive motion (wrist)       |   |   | X |
| Reach with hands and arms       | X |   |   |
| Climb or balance                | X |   |   |
| Stoop, kneel, crouch            | X |   |   |
| Talk or hear                    |   |   | X |
| Taste or smell                  | X |   |   |
| Using Telephone/Headset/Earbuds |   | X |   |
| Using Computer, mouse, keyboard |   |   | X |
| Critical Thinking Skills        |   | X |   |

**Lifting Requirements**

|                              | Amount of Time |     |     |      |
|------------------------------|----------------|-----|-----|------|
|                              | -1/3           | 1/3 | 2/3 | 2/3+ |
| Up to 10 lbs.                |                |     |     | X    |
| Up to 25 lbs.                | X              |     |     |      |
| Up to 50 lbs.                | X              |     |     |      |
| Up to 100 lbs.               | X              |     |     |      |
| More than 100 lbs.           | X              |     |     |      |
| Repetitive lifting           | X              |     |     |      |
| Pushing, Pulling or Carrying | X              |     |     |      |

**Work Environment**

**The work environment is in an office environment.**

|                                       | Amount of Time |     |     |      |
|---------------------------------------|----------------|-----|-----|------|
|                                       | -1/3           | 1/3 | 2/3 | 2/3+ |
| Wet or humid conditions (non-weather) | X              |     |     |      |
| Work near moving mechanical parts     | X              |     |     |      |
| Work in high, precarious places       | X              |     |     |      |
| Fumes or airborne particles           | X              |     |     |      |
| Toxic or caustic chemicals            | X              |     |     |      |
| Outdoor weather conditions            | X              |     |     |      |
| Risk of electrical shock              | X              |     |     |      |
| Exposure to radiation                 | X              |     |     |      |
| Vibration                             | X              |     |     |      |
| Work in confined spaces               | X              |     |     |      |
| Exposure to blood borne pathogens     | X              |     |     |      |

**Vision Requirements**

1. Close vision (clear vision at 20 inches or less).

2. Distance vision (clear vision at 20 feet or more).
3. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
4. Depth perception (three-dimensional vision, judge distances and spatial relationships).
5. Adjust focus.
6. No special vision requirements.

**Noise Level**

1. Very quiet (examples: forest trail, isolation booth for hearing test).
2. Quiet (examples: library, private office).
3. Moderate noise (examples: business office with computers and printers, light traffic).
4. Loud (examples: metal can manufacturing department, large earth-moving equipment).
5. Very loud (examples: jack hammer work, front row at rock concert).

**Interested candidates should send letter of interest and resume and to Lauren Sundermann at [support@monumenthealth.net](mailto:support@monumenthealth.net).**