



MONUMENT
HEALTH

JOB DESCRIPTION

JOB TITLE	Intern - Employer Solutions
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 Employer Solutions
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">• Seniority• Merit• Quantity/Quality• Geographic• Education, Training, or Experience (work related)• Travel Requirements	

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 Employer Solutions, this intern will be specifically tasked with content generation and process improvement for Monument Health's Wellness Platform including business development, end user experience, and IT support. This program, in the middle of its development cycle, is nearly ready to deploy. This intern will assist with developing the marketing and deployment plans. An ideal candidate will have a keen eye for design and the ability to produce a finished product.

Essential Job Functions

- Develop a working knowledge of health policy concepts and general health plan benefits.
- Produce new content and modernize previous content related to wellness.
- Collaborate with and support the internal team and executive leadership for meeting preparation including developing powerpoints and other deliverables, scheduling, setup, etc.
- Support offsite wellness, enrollment, and community-related events with enthusiasm and energy (which may occur outside of usual working hours).
- 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 ≤ 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
- Background or educational training in business with an emphasis on project management and project plan development
- An intermediate understanding of design processes
- Knowledge of wellness or wellness platforms
- 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 Tyler Veatch at support@monumenthealth.net.