



Eligibility Liaison Intern

Job Description

This is an internship position for those interested in helping community members connect with the services that VIM provides or/ and resources in the community.

Candidates should have prior Spanish language learning experience. Ideal candidate should be a native Spanish speaker that culturally connects with VIM patients.

Candidates should have some data entry or other administrative experience and have general familiarity utilizing computers.

Primary duty will be to call re-screening patients, find out if patients are still interested/eligible for VIM services and set up rescreening appointment on medical records system.

Other duties will be sharing information on how VIM works as well as sharing resources from the community, to gather feedback from patients and to guide ineligible patients to other medical resources in the community.

Learning opportunities

- Experience a truly bilingual and multicultural environment.
- Enhance your language learning capabilities by practicing with other native Spanish speakers on regular bases.
- Gain awareness and understanding of underserved communities in central Oregon.
- Learn to use a medical record system.
- Gain understanding of Healthcare system and resources in Central Oregon.
- Learn office manager skill including use of Microsoft Office.

Requirements

- Have a desire to assist patients understand VIM's services and procedures.
- Have prior Spanish learning experience with the desire to practice and learn more or be fully bilingual.
- Some comfort using of computers.
- Ability and willingness to connect and communicate with patients so that they feel heard and understood.

Position Specifics

- 8 Hours per week

- \$13 per hour
- Position is open to VIM patients
- 6 months commitment, with the possibility for an extension

To Apply please submit a letter of interest in English and Spanish describing your interest and what you hope to learn from this opportunity.

The position is opened until filled. Initial review will begin March 22.

Posted March 6, 2019