INTERNSHIP POSTING

Company: Lupus Foundation of America – Piedmont Chapter
Location: Charlotte, NC
Category: Non Profit/Community Service
Job Title: Patient Services Intern (Summer 2012, Fall 2012, Spring 2013)
Hours: 20-30 Hours per Week (adjusted to fit intern’s schedule)

Company Description:
The Lupus Foundation of America (LFA) is the nation’s leading nonprofit voluntary health organization dedicated to finding the causes of and cure for lupus and providing support and services to all people affected by lupus. The LFA, Piedmont Chapter is a 20-county area in the Piedmont region of North Carolina which serves 15,000 individuals living with lupus.

JOB DESCRIPTION:
The Patient Services Intern will work closely with the Patient Services Manager and President & CEO to assist in the maintenance and growth of our Patient Services Program. The intern will:
- Work with lupus patients and families to find available resources for various needs
- Organize Special Topic Seminars, including working with venues, speakers and guests
- Update and maintain Patient Resource Directory
- Help with support groups
- Work with Patient Services Committee and Medical/Scientific Advisory Council to shape development and direction of program
- Recruit and secure volunteers for ongoing projects

QUALIFICATIONS:
- Ability to take initiative, set priorities, work independently, and manage multiple tasks
- Interest and ease with working with varied constituents
- Strong level of personal initiative and organization
- Strong interest in patient services in the non-profit sector
- Commitment to our mission of providing free patient services to all lupus patients and their families
- Basic computer skills and proficiency in Microsoft Office. Photoshop and database management a plus.

Eligibility:
Student must be currently an enrolled student, recently graduated, or graduate student. Area of study must be in public health, social work, nursing, pre-med students or a closely related field. Spanish language ability is a plus.

To Apply:
Full Application forms can be requested at info@lupuslinks.org or 704-716-5640 ext 4. Be sure to indicate your interest is in the “Patient Services Internship” and which term you are applying for. Completed application forms are due by 5:00pm on designated day below.

Summer 2012 – Application Deadline April 6, 2012
Fall 2012 – Application Deadline August 3, 2012
Spring 2013 – Application Deadline November 30, 2012
**2012-2013 INTERNSHIP PROGRAM**

**PATIENT SERVICES INTERNSHIP**

**Position:**
Upon selection, the Intern will work in the Patient Services Program, under the direction of the Patient Services Manager & President and CEO, approximately 20-40 hours per week (hours can be adjusted as needed). The duration of the internship is contingent upon the completion of assigned projects and/or graduation. NOTE: This is an unpaid position.

**Scope of Internship:**
The Intern will assist the chapter with key tasks as they relate to the chapter’s patient services for those living with lupus.

**Professional and educational development includes:**
- Work with lupus patients and families to find available resources for various needs
- Organize Special Topic Seminars, including working with venues, speakers and guests
- Update and maintain Patient Resource Directory
- Help with support groups
- Work with Patient Services Committee and Medical/Scientific Advisory Council to shape development and direction of program
- Recruit and secure volunteers for ongoing projects

**Minimum Qualifications:**
Student must be currently an enrolled student, recently graduated, or graduate student. Area of study must be in public health, social work, nursing, pre-med students or a closely related field. Spanish language ability is a plus.
- Ability to take initiative, set priorities, work independently, and manage multiple tasks
- Interest and ease with working with varied constituents
- Strong level of personal initiative and organization
- Strong interest in patient services in the non-profit sector
- Commitment to our mission of providing free patient services to all lupus patients and their families
- Basic computer skills and proficiency in Microsoft Office.

For additional information on the Lupus Foundation of America – Piedmont Chapter, please visit the web page at [www.lupuslinks.org](http://www.lupuslinks.org).

**Application Instructions:**
All applicants must submit the following PRIOR to the application deadline:
- Internship Program Application
- Current resume

Application Procedures:
- The application packet can be submitted via email, fax or mail.
- Completed application packets are required at the time of submission.
- **Completed Applications must be submitted no later than listed deadline.**

**Terms & Application Deadlines:**
- **Summer 2012 – Application Deadline April 6, 2012**
- **Fall 2012 – Application Deadline August 3, 2012**
- **Spring 2013 – Application Deadline November 30, 2012**
**Student Information**

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**Narrative Responses**

(Please answer the following questions on a separate sheet)

1. Why do you want to serve in the Internship Program of the LFA, Piedmont Chapter’s Patient Services?
2. What skills/talents do you possess that would contribute to our Patient Services Intern Program specifically?
3. What do you consider your most significant accomplishment? Why?
4. How do you deal with time deadlines?
5. What would you hope to get out of this experience?
6. How would this experience benefit your future career objectives?

I do hereby attest that the information that I have submitted in this application is correct to my knowledge. I also release permission to the Lupus Foundation of America – Piedmont Chapter to verify any information provided.

Signed

Date / /