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| **Job Title** | Intern-Business Operations | **Job Status** | Full-Time - Non-Exempt |
| **Location** | Grand Junction, CO | **Date Posted** | April 2022 |
| **Department** | Monument Health, LLC | **Wage** | $15 / hr |

**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 over 20,000 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 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 an employee-based wellness platform.

**Overview of the Role**

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 Business Operations this intern will be specifically tasked with project management and process improvement for Monument Health’s Wellness Platform including business development and IT support. This program, in its infancy, is poised to begin expanding. An ideal candidate will have vision and the ability to close the loop on projects.

**Job Responsibilities**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

* Develop a working knowledge of health policy concepts and general health plan benefits
* 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)
* Contributes 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

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

* 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

**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 IT processes
* Experience with cloud computing (AWS & GCP), containerization (i.e. Docker)
* Experience with application development lifecycles
* Work well independently and on a team
* 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.

**This is a high-intensity role, located in Grand Junction, Colorado. Flexible work schedule and location may be considered. Monument Health is an Equal Opportunity Employer – Minority / Women / Disability / Veteran / Gender Identity / Sexual Orientation. Monument Health is a strictly tobacco-free environment.**