

INTERNSHIP PROGRAM **PATIENT SERVICES INTERNSHIP**

Position:

Upon selection, the Intern will work in the Patient Services Department, under the direction of the Patient Services Manager, approximately 20 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. The LFANC is a statewide team of committed people who are passionate about the mission and driving positive change for those affected by lupus.

Scope of Internship:

The Intern will assist the chapter with key tasks related to the chapter's patient services for those living with lupus.

Professional and educational development includes:

- Field inquiries over the phone, social media, and email from lupus patients/caregivers through resources available through the LFA and communities
- Assist with the educational event logistics, preparation, and implementation of patient education events (i.e. workshops, teleconferences and educational summit)
- Assist with mailings, marketing, and outreach of educational programs
- Secure exhibitors, door prizes, and giveaway items for the Annual NC Lupus Summit
- Craft and schedule health and wellness text messages to send to patients through our LupusNC Health Text Network program
- Assist in management of support groups across the state of North Carolina
- Recruit and secure volunteers for ongoing projects

Minimum Qualifications:

Student must be currently enrolled as an undergraduate or graduate student or a recent graduate. Preferred area of studies are in communications, public health, social work, nursing, pre-med students, non-profit management or a closely related field. Spanish language ability is a plus, but not required.

- Strong interest in patient services in the non-profit sector
- Ability to take initiative, set priorities, work independently, and manage multiple tasks
- Interest and ease with working with diverse populations
- Strong level of personal initiative and organization with ability to think critically
- Has the ability to communicate effectively, both orally and written
- Commitment to our mission of providing free patient services to all lupus patients and their families
- Basic computer skills and proficiency in Microsoft Office and social media platforms
- Ability to commit to a regular office schedule, providing no less than 12 hours of time a week and no more than 20 hours

Please note this is an unpaid internship. For additional information on the Lupus Foundation of America – North Carolina Chapter, please visit the web page at www.lupusnc.org.

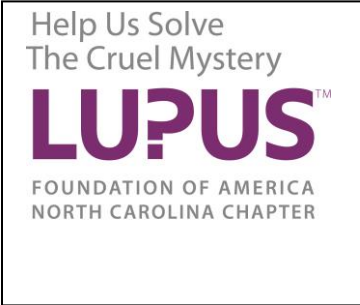
Application Instructions:

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.**



PATIENT SERVICES INTERNSHIP APPLICATION
 Lupus Foundation of America – North Carolina Chapter
 Attn: Ally Hunter, Patient Services Manager
 4530 Park Road, Suite 302
 Charlotte, NC 28209
 Phone: 704-716-5640 Fax: 704-716-5641
 info@lupusnc.org

Semester/Term Applying For

Name

Last	First	M.I.

Address

Street	Apt.	City/State	Zip
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Permanent Address (if different from above)

Street	Apt.	City/State	Zip
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Telephone

Mobile	Daytime	Evening	Other
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Email

Address 1	
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Student Information

Name of Educational Institution	
Major	
Minor (if applicable)	
Year Classification	
Grade Point Average (Cumulative)	
Expected Graduation Date	

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, North Carolina Chapter’s Patient Services?
2. What do you know about lupus and the Patient Services Department within the North Carolina Chapter?
3. What skills/talents do you possess that would contribute to our Patient Services Intern Program specifically?
4. What do you consider your most significant accomplishment? Why?
5. Walk me through how you handle tight deadlines and multiple competing priorities.
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 – North Carolina Chapter to verify any information provided.

Signed _____ Date / / _____