



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>		<b>Last Revised:</b>	04/25/2023
<b>Position Title:</b>	Summer Internship	<b>Department:</b>	Regulatory and Compliance
<b>Reports to:</b>	Assigned PHHS Employee	<b>Division:</b>	Public Health and Human Services

<b>Primary Function:</b>	The goal of Public Health and Human Services is to enhance the ability of families and individuals to become self-sufficient to their greatest ability while ensuring the quality of care and support for those unable to achieve self-sufficiency. The Intern in this position will assist, support, and observe the Program they are assigned to while directing the activity and delivery of services from the Regulatory and Compliance perspective. This position will observe and assist in all aspects of the assigned program for the Public Health and Human Services Division.
<b>Job Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Supports and assists Public Health and Human Services as designated.</li><li>• Completes projects and assignments by the program Manager or designate Employee that the Intern is assigned to.</li><li>• Duties and responsibilities will vary according to the assignment in PHHS.</li><li>• Intern will be expected to perform in a variety of Office, Community, or Home-based settings.</li><li>• Assignments will be specific to the services delineated in the assigned program.</li><li>• Performs all duties according to established safety guidelines and Tribal policies.</li><li>• Performs other duties as requested by supervisor.</li></ul>
<b>Education /Experience:</b>	Must be a Junior or Senior in high school or at the Junior or Senior level pursuing a Baccalaureate degree.
<b>Job Knowledge:</b>	Proficient with the use of Microsoft Office Suite. Must demonstrate a work ethic, take directives from authority, and communicate both verbally and in writing. Must be able to work independently and as a member of a team. Must possess a valid North Carolina driver's license.
<b>Complexity of Duties:</b>	Must use critical thinking skills and be able to analyze data in performing job duties. Must be able to communicate effectively with Public Health and Human Services staff and clients.
<b>Contact with Others:</b>	Has frequent contact with the Executive, Secretaries, Secretary of Public Health and Human Services, coworkers, program directors, governmental agency employees, auditors, and Tribal management to exchange or provide information. Tact, decorum, and professional etiquette are required in the exchange of information.
<b>Confidential Data:</b>	Will have access to confidential data and information, including public health information of the Eastern Band of Cherokee Indians, and personal information of public customers, employees, and contracted service providers. All information must be kept in the strictest of confidence. The unauthorized release of data and information is unacceptable and will result in immediate dismissal.
<b>Mental /Visual /Physical Effort:</b>	Close concentration and diligence are required for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform all

functions accurately and timely to meet both internal and external tasks. Duties will routinely require walking, lifting, sitting, kneeling, reaching, speaking, seeing, and hearing. Must be able to lift light packages up to ten pounds.

**Environment:** Works in a professional office environment with frequent visits to other locations. Travel outside the Qualla Boundary may be required.

**Extent of Supervision:** Supervision will be provided by an assigned employee of PHHS.

**Scope of Supervision:** Responsible for observing the professional, timely and accurate work expectations that meet the goals and objectives of the Public Health and Human Services Division.

**Responsibility for Safety /Equipment:** All work shall be completed in accordance with Health and Safety standards as set forth by the Eastern Band of Cherokee Indians Risk Management Policies and Procedures Manual. Will also have access to equipment of significant financial value which should be safeguarded and always protected.