



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title:

Resident Services Coordinator Intern

Location:

Greensburg, PA

Responsibilities:

The Resident Services Coordinator Intern will assist the Social Service and Ancillary Office Departments at the organization - a 120-bed skilled nursing home facility.

Main duties include but not limited to:

1. Using the electronic health record to support data entry of new admissions
2. Using IPAD or paper documents to complete admission paperwork with new residents.
3. Assisting Social Services in cognitive and mood assessments
4. Assisting in coordination of ancillary services during residents stay, scheduling appts
5. Attending different facility meetings weekly/monthly
6. Assisting office staff in documentation management
7. Creating audit forms, other documentation tools to support best practices.

Critical Skills

Detail oriented; able to multitask in a high volume, busy office; Microsoft Office programs knowledge and use (Excel, Word, Powerpoint, etc.); phone etiquette; excellent verbal and written communication; customer service skills