



<b>Job Title:</b>	Clinical Support Intern	<b>Reports to:</b>	MA Supervisor
<b>Department:</b>	Nursing	<b>Supervises:</b>	N/A
<b>Timesheet:</b>	IMESD		

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)  
 Job Title: Clinical Support Intern  
 Supervisor: Sheila Botti, MA Supervisor  
 Regular Hours: 5-15 hours a week  
 Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.  
 Wage: \$15

**General Job Description of Duties, Goals, and Responsibilities:**

The Community Health Intern Internship, serves as a support staff for the Lab and the Medical Assistants. This position will be an observation position in which you will be able to shadow staff and learn about the clinical process and also an office support position that will include but not limited to printing, faxing, filing, inventory and medical supplies.

**Specific Duties and Responsibilities:**

1. Observing, learning, and assisting Columbia River Health staff with entry level tasks.
2. Assisting with clerical tasks to support the Lab and Medical Assistant Staff.
3. Assist with medical supply inventory and stocking.
4. Observing multiple departments and their duties such as Lab, X-ray and Medical Assistants.

**Preferred Skills**

- o Microsoft Word and Excel
- o Strong written and verbal skills
- o Outgoing and willing to work with people of all ages
- o Strong attendance and work ethic background

**Qualifications:**

- o Enrolled in Morrow County Internship Program
- o Ability to work with staff and community members with non-judgmental approach.
- o Bilingual English/Spanish with interpreting skills preferred but not required.

**Application Process:**

Application portal opens March 2nd, 2026 and application materials are required no later than April 3rd, 2026.

- o High School Intern Application
- o Resume
- o Cover Letter

The signing of this document in no way constitutes a written contract between the employee and the employer. The signature only implies that the job description has been read and understood.

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Employee's Signature

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Date



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Supervisor's Signature

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Date