

UW HEALTH JOB DESCRIPTION

Intern – Community Relations & Government Affairs

Job Code: 2780	FLSA Status: Non-Exempt	Mgt. Approval: J. Aulik	Date: Feb 2019
Department: System Administration 10310	HR Approval: A. King	Date: Feb 2019	

JOB SUMMARY

The Community Relations and Government Affairs intern will assist the directors and other staff in those areas in completing specific projects intended to bring UW Health into best practice. The intern will also provide day-to-day assistance regarding legislative matters.

MAJOR RESPONSIBILITIES

The intern will assist Community Relations with the following:

Tobacco Free Best Practices Project

- Inventory current UW Health practices
- Compare current state against national best practices
- Work with responsible directors and managers to develop recommendations
- Prepare recommendations for management, including budget

Solicitation and Non-solicitation Best Practices Project

- Inventory current UW Health practices and policy, define current state
- Work with stakeholders to define a desired future state
- Collect information about what other organizations do
- Work with key directors and managers to develop recommendations including draft policies and guidelines
- Prepare recommendations for management

The intern will assist Government Affairs with the following:

- Updating electronic distribution lists.
- Monitoring and reviewing legislation.
- Monitoring and reviewing budget proposals.
- Responding to internal and external legislative inquiries in-writing.
- Tracking legislation relevant to UW Health, SMPH and the health care industry.
- Drafting testimony for public hearings.
- Attending hearings in the capitol.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent and current student in a post-secondary college or university
	Preferred	Pursuing a bachelor's degree in Political Science, Business, Legal Studies, Community and Non-Profit Leadership, Healthcare Management or other related field
Work Experience	Minimum	General administrative experience or experience in field of study; experience holding a job that required consistent attendance and work expectations
	Preferred	Experience with research, analysis, writing, and presentation
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Attention to detail. • Interest in public policy development. • Strong writing skills. • Basic understanding of the legislative process. • Bipartisan with an open mind. • Good judgement. • Research skills • Ability to manage several tasks and deadlines simultaneously

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	<ul style="list-style-type: none"> • Ability to work independently • Strong ability to communicate in-person and via email • Ability to lead and comfort with leading a group discussion • Update and audit records, databases, reports, etc. • Collect and present data/information • Develop presentations to share in meetings and with small groups
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.