

### **2023-2024 Internship (Any Major / Flexible Hours / Remote Locations)**

Are you a student following a call to ministry? We are a Christian-centered family medical center dedicated to providing excellent, comprehensive, accessible healthcare to people of all ages and backgrounds. Our program aims to provide students with hands-on experiences to share the love of Jesus and further God's kingdom.

We need YOU to use your skills to share the love of Christ!

The Cornerstone Family Health (CFH) volunteer/internship program is designed to provide students with experience in Christian medical ministry. The program is highly flexible and volunteers/interns will work with a diverse team of physicians and volunteers dedicated to providing excellent primary medical care in Jesus' name.

We have opportunities for all school years and majors who are interested.

#### **Responsibilities:**

This position is perfect for students who are interested in supporting the practice of the clinic and serving our patients. Students can expect to

- Answer phone calls for scheduling appointments and patients' inquiries
- Maintain daily operations and execute administrative tasks including medical codes, billing, insurance work, scanning paperwork, and records update
- Assist parents and children in the reception area
- Assist in sharing the gospel, connect with ministries
- Update email list and website, manage social media
- Perform other administrative and clinical support duties as needed

\*Add any responsibilities related to your major

#### **Required Qualities:**

- Passion to serve others, mission-minded, compassionate
- Committed, responsible, self-motivated
- Interest in learning new skills
- Attention to details

#### **Preferred Skills/Knowledge:**

- Excellent written and verbal communication skills
- Strong organizational skills
- Proficiency in computer skills

**Timeline:** Summer, School Breaks, Semester (part-time/full-time), Year (gap-year welcomed), Ongoing

#### **Preferred Backgrounds:**

- Healthcare
- Account/Finance/Economics/Taxation
- Business Administration/Management
- Communications/Marketing/Graphic Design
- Information Technology/System
- Social Work/Non-Profits/Volunteering
- Statistics/Mathematics
- Legal Studies/Law
- Psychology
- Chemistry/Biology

#### **Academic Credit:**

It is possible to receive credit for your experience at CFH; however, this needs to be coordinated with your academic department prior to serving in the SIP. For academic credit, it may be necessary to obtain periodic internship evaluations. Evaluations will be written in accordance with the requirements of the university department.

If you wish to be considered for this position, please fill in this form <https://shorturl.at/uJLRU>

## **2023 Healthcare Internship with Clinical and Administrative Responsibilities**

Are you a pre-health student interested in serving in medical missions? We are a Christian-centered family medical center dedicated to providing excellent, comprehensive, accessible healthcare to people of all ages and backgrounds. Our program aims to provide students with hands-on experiences to share the love of Jesus and further God's kingdom.

If you are looking to pursue medicine or healthcare-related fields, this is the perfect internship for you. We need YOU to use your skills to share the love of Christ!

The Cornerstone Family Health (CFH) volunteer/internship program is designed to provide pre-health students with experience in Christian medical ministry. Volunteers/interns will work with a diverse team of physicians and volunteers dedicated to providing excellent primary medical care in Jesus' name.

### **Responsibilities:**

This position is perfect for students interested in nursing, pre-health, community health and wellness, childcare, or healthcare administration. Volunteers/interns serve both clinical and administrative functions to support the practice and serve our patients:

#### **Clinical Functions:**

- Administer vaccines, drawing blood is optional
- Interview patients, measure vital signs, and record information on patients' charts
- Prepare a clean and orderly treatment room for examination of patients
- Assist with the examination and treatment of patients under the direction of a physician
- Perform select clinical duties

\*There may be limited clinical opportunities to shadow or vital patients

#### **Administrative Functions:**

- Answer phone calls for scheduling appointments and patients' inquiries
- Maintain daily operations and execute administrative tasks including medical codes, billing, insurance work, scanning paperwork, and records update
- Assist parents and children in the reception area
- Assist in sharing the gospel, connect with ministries
- Update email list and website, manage social media
- Perform other administrative and clinical support duties as needed

### **Required Qualities:**

- Interest in healthcare and ministry
- Passion to serve others, compassionate
- Committed, responsible, self-motivated

### **Preferred Skills/Knowledge:**

- Excellent written and verbal communication skills
- Strong organizational skills
- Proficiency in computer skills
- Ability to multi-task

**Timeline:** Summer, School Breaks, Semester (part-time/full-time), Year (gap-year welcomed), Ongoing

We have opportunities for all school years and majors who are interested.

### **Academic Credit:**

It is possible to receive credit for your experience at CFH; however, this needs to be coordinated with your academic department prior to serving in the SIP. For academic credit, it may be necessary to obtain periodic internship evaluations. Evaluations will be written in accordance with the requirements of the university department.

If you wish to be considered for this position, please fill in this form <https://shorturl.at/uJLRU>

## **2023-2024 Health Care Ministry Gap Year Program**

Interested in serving a medical mission? We have the right program for you!

At Cornerstone, we believe that we are called by Jesus to serve our neighbours, through Christ-centered, whole person healthcare to the community and to those who call on us. College graduates can learn about distinctively Christian healthcare as they pray and seek Christ for their "next steps".

The gap year program is ideal for college graduates taking a year off before pursuing an advanced degree in a health-related field. Our primary goal for the internship is to expose interns to various aspects of healthcare ministry and give the opportunity to learn, work hands-on in a Christ-centered environment, and to launch a vision for the intern's future.

### **Responsibilities:**

Gap year interns are a vital part of the team and are involved in projects to find innovative ways to promote the physical and spiritual health of our patients and improve the quality of care they receive. They serve in key roles which may include the following, depending on interests, skills and background:

- Front Desk registration, check in and check out of patients
- Coordination of care before and after visits by managing referrals, tests, advocating for those in need, and working face to face with patients regularly
- Clinical care including checking vitals, assisting with vaccines, procedures, counselling patients
- Medical scribe: working alongside providers recording patient encounters in the electronic health record and facilitating patient flow by documenting patient encounters
- Administration: including inventory and ordering of supplies, working with managed care, data entry, human resources, and other day-to-day healthcare administrative duties
- Digitizing paper charts
- Medical billing and bookkeeping
- Developing marketing materials and media strategies, communicating with vendors, and help with events as needed
- Non-profit and donor development
- Computer and Information Technology maintenance
- Spiritual care/chaplaincy including but not limited to one on one and small group Bible studies, discussions, church networking and community outreach

### **Required Qualities:**

- Interest in healthcare and ministry
- Passion to serve others
- Compassionate
- Committed
- Responsible
- Self-motivated

### **Preferred Skills/Knowledge:**

- Excellent written and verbal communication skills
- Strong organizational skills
- Proficiency in computer skills
- Ability to multi-task

Gap Years are unpaid, but individual may raise their own support, which Cornerstone will assist with.

If you wish to be considered for this position, please fill in this form <https://shorturl.at/uJLRU>