

Medical Intake Internship - The Medical Intake Intern will support the Medical Intake Program team in ensuring medical safety and eligibility for all wish children. This role offers hands-on experience working with healthcare professionals, handling administrative tasks related to medical approvals, and learning the internal processes of a nonprofit organization.

Intern must commit to the Fall and Spring semester.

Key Responsibilities:

- Assist with reviewing and processing medical intake forms and approvals
- Communicate with healthcare providers to clarify medical information
- Support documentation and data entry for wish children's files
- Learn and apply best practices in medical safety related to wish granting
- Collaborate with the program team to support daily operations
- Attend and participate in internal meetings and training sessions
- Contribute to special projects as needed during the internship period

Skills and Qualifications:

- Strong verbal and written communication skills
- Ability to self-manage and take initiative
- Strong teamwork and interpersonal skills
- Eager to learn and contribute meaningfully
- Effective problem-solving and active listening skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Detail-oriented with strong administrative capabilities
- Must be dependable, organized, and adaptable