



Welcome Home

INTERNSHIP OPPORTUNITY – HEALTHCARE/HOSPITALITY

Commonwealth Senior Living is seeking early career applicants who have a strong desire to work in the senior living industry. The healthcare administration intern will be exposed to all areas of operations at the community level and will have an opportunity to interact 1:1 with each department leader. This internship prepares candidates to manage an assisted living community; working side by side with the administrator in a long-term care setting while learning the ins and outs of each department and receiving mentorship from department heads and experienced leaders in the industry.

This is a paid internship.

Start Date: January 29, 2024

Hours: 20-40 hours week

Pay Rate: \$12/hour

Location: 23610 North St, Onancock, VA 23417, USA

Here is what to expect during your 10-week rotation:

- You will rotate and work 1:1 with each department including front office and executive administration, resident care, programming, dining, sales, and maintenance.
- Meet weekly with different members from Senior Leadership in our Home Office to gain an understanding and a high-level overview of each department.
- Participate in meetings with department leaders and staff to further understand operations management and all aspects involved in creating a home like atmosphere for our residents
- Assist with various operational projects as directed by the Executive Director and Business Office Manager
- Develop relationships with various personnel to understand organizational structure

Responsibilities:

Business Office: Gain knowledge of general HR policies, procedures, FMLA, and the Worker's Compensation process. Develop recruitment strategies and interviewing techniques. Organize and assist with the facilitation of Jump Start and other employee trainings.

Resident Care: In keeping with our community theme, Commonwealth Senior Living refers to our individuals in the communities as residents. You will work with the Resident Care Director to help organize charts and paperwork. Assist with archiving records, disposal of expired medicines if applicable, and reaching out to families to schedule care conferences.

Resident Programs: Assist with outings and events. Offer any unique talents you might have to coordinate resident programs.

Sales: You will shadow the Sales Director to gain an understanding of the customer's journey experience (relationship building through phone calls, community experiences, etc.).

Dining Services: Develop an understanding of the menu creation process (how to order, prepare, serve, post service), and gain an understanding of the financials of PRD's and budgeting.

Maintenance & Capital Programs: Understanding emergency systems and their functions. Develop knowledge in housekeeping standards, MEPs (Mechanical, Electrical and Plumbing) processes, and Operational Maintenance budget.

Qualifications:

- Seeking a degree in Healthcare Administration, Human Services, Business Administration, or related field.
- Must possess a spirit of cooperation and enthusiasm
- Must maintain confidentiality
- Must use tact and courtesy in dealing with staff, residents, their families, and visitors.
- Demonstrate a warm, outgoing, and compassionate personality.
- Demonstrated integrity, maturity, and leadership skills.
- Able to live out Commonwealth Senior Living's Noble selling purpose – "We improve the lives of seniors, their families, and each other."

Commonwealth Senior Living is a recognized leader in senior living, employing around 2,000 associates, and is a five consecutive year recipient of the Great Place to Work certification! We provide numerous opportunities for career growth by investing in creating a culture of great leaders. Some of our signature programs include The Developing Leaders Program, The Center of Excellence, and the Executive Director in Training Program.

