

United States Jobs Expertini®

MASTER OF HEALTHCARE ADMINISTRATION-INTERNSHIP

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Company: Arizona Official Website of State of Arizona

Location: United States

Category: other-general

Job Summary:

Would you like to be part of an amazing team that helps Arizonans thrive? At the Department of Economic Security (DES), we strengthen individuals, families, and communities for a better quality of life. DES is looking for individuals that are committed to service, community, and teamwork. To learn more about DES please visit [DES](#) ; or click on the link to view 'Our DES' video. Come join the DES Team!

The Department of Economic Security, Division of Developmental Disabilities (DDD), is seeking an experienced and highly motivated individual to join our team as a Master of Healthcare Administration-Intern. DDD provides individuals with developmental disabilities, and their families, services and supports that are flexible, high quality, and member driven.

These services provide individuals with opportunities to exercise their rights and responsibilities of independent decision-making and engagement in the community.

The Intern will assist with Quarterly Data Analysis, and data visualizations. Conduct case study(s) as applicable to Healthcare Services strategic goals. Establish and monitor goals related to data integrity and data analytics. Assist with root cause analysis and develop solutions.

Applicants for this position cannot be licensed or certified by the DDD Office of Licensing Certification and Regulation, cannot have a principal interest in or have a spouse or close family with principal interest in a DDD Qualified Vendor Agreement, and cannot be employed or subcontracted by a DDD Qualified Vendor.

This position may offer the ability to work remotely, within Arizona, based upon the

department's business needs and continual meeting of expected performance measures

The State of Arizona strives for a work culture that affords employees flexibility, autonomy, and trust. Across our many agencies, boards, and commissions, many State employees participate in the State's Remote Work Program and are able to work remotely in their homes, in offices, and in hoteling spaces. All work, including remote work, should be performed within Arizona unless an exception is properly authorized in advance.

Job Duties:

Essential Duties and Responsibilities include but are not limited to:

- Under guidance and supervision, observe/assist with case study as applicable to Healthcare strategic goals.
- Under guidance and supervision, observe/assist with continuous improvement initiatives.
- Under guidance and supervision, observe/assist with support to Healthcare Services staff related to data analytics and visualizations. Preparing slides for presentations.

Knowledge, Skills & Abilities (KSAs):

Knowledge in:

- Basic understanding of:
- Healthcare System Design
- Healthcare Service Delivery
- Research and statistical analysis practices
- Business and data analysis

Skills In:

- Stakeholder Relationship Building
- Report Automation
- Structured Problem Solving
- Human Centered Design
- The use of various software (Microsoft Word, Excel, Google Suites etc.)
- Oral and written communication.
- Research and analysis.

Ability to:

- Learn to manage and integrate concurrent projects
- Learn to build relationships between separate data sets and sources
- Learn to elicit for requirements

Selective Preference(s):

The ideal candidate for this position will have:

- N/A

Pre-Employment Requirements:

- **EDUCATION/EXPERIENCE:** Candidate must be actively enrolled in Master's program pursuing a degree in Health Care Administration. Must have minimum 3.0 GPA.
- If this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: . An intern operating a motor vehicle on State business must possess and retain a current, valid class-appropriate driver's license, complete all required training, and successfully pass all necessary driver's license record checks. The license must be current, unexpired, and neither revoked nor suspended. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records, and must complete all required driver training. An employee who operates a personally owned vehicle on state business shall maintain the statutorily required liability insurance (see Arizona Administrative Code (A.A.C.)).
- Successfully pass background and reference check; employment is contingent upon completion of the above-mentioned process and the Agency's ability to reasonably accommodate any restrictions.
- All newly hired State employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).
- Intern shall have a valid Level One fingerprint clearance card issued pursuant to Arizona Revised Statute 41-1968 in order to work with children and vulnerable adults.
- Interns for this position shall be subject to a search of the Child Protective Services Central Registry pursuant to A.R.S. 8-804.

Benefits:

Not eligible for benefits

By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive.

Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote work agreement at its discretion.

Retirement:

Not eligible for retirement benefits

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