



**Position Title:** Risk & Safety Internship

**Location:** 4152 Canal Street, New Orleans, LA 70119 and travel to various agency programs in greater New Orleans

**Time Commitment:** 15 hours a week (weekly schedule flexible) for 15 weeks for a total of 225 hours

**Internship Length:** 15 weeks, March 2019 – June 2019

**General Focus:** Program Safety Binder Organizing

**Specific Tasks:**

- Provide administrative support for the Risk & Safety Manager through assisting with the organizing of program CARF required documents and binder organizing/set-up.
- Will be required to drive to various program office locations to review and set-up binders.
- Assist with printing and copying documents, sending emails and typing any needed documents.
- Collecting needed safety documents from programs and saving in the organizations shared drive.

**Goals:** By the end of the internship the student will have assisted in the execution of ensuring organization programs are well prepared and set up for the upcoming CARF accreditation with Risk & Safety practices. The intern will also gain a great deal of experience and insight in data management and the importance of attention to detail in the upkeep of needed safety documents per program requirements

**Training:** There will be training led by the Manager of Risk & Safety and some insight from the Compliance Specialist

**Requirements:**

- High School Diploma – Some College Experience
- Reliable personal transportation
- Clear background check
- Experience in Microsoft Word and Outlook.

**Helpful Skills:** The ideal candidate will be proficient in Microsoft Word, and Outlook. The candidate should have some experience with Microsoft Excel, but not required. Experience working in an office professional environment. Ideal candidate will also possess good oral and written communication skills; organizational skills; the ability to multi-task; the ability to think clearly, logically, and with sound reasoning... Attention to detail is of the utmost importance to this position.

**To Apply:** Please contact Dalean Forest at [DForest@voasela.org](mailto:DForest@voasela.org) or 504-482-2151.