

## Massachusetts/New Hampshire Chapter

### Professional Healthcare Services Internship

Alzheimer's Association, Massachusetts/New Hampshire Chapter

Unpaid, 8-12 Hours/Week

This internship is available in our Waltham, MA office

#### OVERVIEW

Founded in 1980, the mission of the Alzheimer's Association is to eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health.

The Massachusetts/New Hampshire Chapter operates out of its main office in Waltham, with regional offices in Springfield, Worcester, and Raynham, MA, and in Bedford, NH.

#### RESPONSIBILITIES

This intern will report to the Manager of Professional Healthcare Services, and the Clinical Manager of Professional Healthcare Services. Projects will include providing support to staff interactions with hospitals, insurers and physician offices.

- Confirm constituent appointments for Care Consultations (needs assessment/problem solving)
- Prepare materials for presentations to Dementia Care Coordination partners and other professional organizations
- Work with staff to capture and enter constituent data, and assist with data collection outcomes
- Conduct phone outreach to physician practices to provide program overview and secure in-person meetings
- Enter data into physician tracking database
- Organize and maintain extensive lists of physicians by area
- Provide support to Professional Healthcare staff as needed

#### QUALIFICATIONS

- Interest in pursuing a career in healthcare marketing, direct patient care, or a related area
- Must have initiative and be a self-starter, with the ability to function as a member of a team
- Flexible and willing to step in and provide hands-on assistance as needed
- Must be comfortable with making phone calls
- Knowledge of Microsoft Office, data entry and internet research

To apply, please email cover letter and resume to:  
Christine Brown at [volunteersmanh@alz.org](mailto:volunteersmanh@alz.org)