

National Multiple Sclerosis Society National Capital Chapter

### National MS Society Internship – National Capital Chapter

Title: Programs and Services Intern

<u>Job Description</u>: This internship will offer the opportunity to learn about MS, its symptoms, managing the condition, and up-to-date research. The intern will interact with clients, healthcare professionals and other service professionals.

### **Primary Responsibilities:**

- 1) Financial Assistance Program Assistant
  - Assist in the evaluation of the Chapter's financial assistance programs (respite, emergency, equipment, transportation, health and wellness). Make monthly phone calls to recipients of the program.
  - Assist with data entry for Respite, Transportation, Equipment, Physical Health and Emergency Financial Assistance programs.
- 2) Information & Referral Update and Outreach to New Service Providers
  - Place calls to social services organizations and healthcare providers that
    participate in the chapter's Service Provider referral database to confirm contact
    information, eligibility requirements and services they provide. Organize outreach
    efforts to new service providers (examples include county social services, nursing
    homes, equipment distributors, other non-profit social services agencies etc.)
    Update Information and Referral database with information from surveys and calls.
- 3) Community Programs Support
  - Help coordinate logistics for education, health and wellness and professional continuing education programs. Create and distribute marketing tools. Secure guest speakers.

#### **Skills Desired:**

- 1. Interest in pursuing future work in community health or social work.
- 2. Comfortable speaking to others and working with a variety of people
- 3. Basic understanding of the benefits of customer service



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- 4. Ability to work independently and take initiative
- 5. Flexibility
- 6. Proficient with Microsoft Office Suite

### **Time Commitment:**

We are flexible with the student's schedule.

# To Apply:

Please send your resume and availability to DC.Wellness@nmss.org.