

JOB DETAILS

Job Title: Elon Year of Service Fellow

JOB SUMMARY

The Elon Year of Service (EYOS) placement at Alamance Regional Medical Center/Cone Health offers a unique year-long fellowship in healthcare administration. The role of the EYOS Fellow is to utilize and further develop the skills and knowledge acquired during undergraduate education and previous work experiences, within a formal health setting. The fellowship is designed to provide the fellow with opportunities to:

- Develop a practical understanding of clinical and administrative interrelationships in a health care organization.
- Strengthen leadership, judgment, problem-solving, and administrative skills, assuming progressively larger responsibility over the course of the fellowship year.
- Develop an understanding of the gaps and constraints of the healthcare delivery system and the role of the administrator in maximizing the quality of services available to the community.
- Develop goals for personal and professional development.

EDUCATION REQUIREMENTS

Required – Bachelor's degree conferred by Elon University.

EXPERIENCE REQUIREMENTS

Preferred – Coursework, internships, study abroad, work experience, or academic research displaying an interest in community health or healthcare administration.

LICENSURE/CERTIFICATION/LISTING

Required – Valid driver's license.

ESSENTIAL JOB FUNCTIONS

- Rotation through major administrative and clinical areas within the organization. Become acquainted with the organization's history, environment, structure and governance.
- Collaborate with leaders to identify potential project assignments within the health system. Participate in operational problem solving and critical thinking solutions. Oversee major projects assigned by leaders, such as a task force, program change and/or development of a new program plan that affects the organization at-large.
- Observe administrative practices within a community setting. Develop strong relationships with key community stakeholders. Participate and seek involvement in community-focused events that affect healthcare
- Develop effective relationships with multiple constituencies within the organization.

- Assists with promotion of the EYOS Fellowship through activities to publicize and promote the program; and to improve the faculty mentor, agency mentor, and EYOS experience.

KNOWLEDGE, SKILLS AND ABILITIES

Exhibit excellent ability to present materials to a variety of audiences in written and verbal form. Adjust communication and interaction styles in a variety of settings with administration and staff. Exhibit excellent active-listening and critical thinking skills.

Proficiency with all common computer technology, including Outlook, Word, Excel, PowerPoint.

Exemplify iCARE Commitments to Care through expression of one’s own personal values and beliefs. Exhibit accountability for honoring one’s word. Demonstrate excellent time management and organizational skills. Possess the ability to flex and change schedule/assignments as needed. Demonstrate self-awareness and build upon one’s personal growth through coaching mentoring relationships. Demonstrate the ability to motivate and inspire mutually beneficial relationships.

PATIENT POPULATION SERVED

Cone Health serves the following patient populations:

Neonate (< 1 month)

Pediatric (1 month to < 13 years)

Adolescent (13 years to < 18 years)

Adult (18 years to < 66 years)

Geriatric (66 + years)

Specific age groups are listed in the departmental Scope of Service, if applicable

PHYSICAL REQUIREMENTS

Sedentary Work

- Exerting up to 10 pounds of force occasionally (up to 1/3 of the time) and/or; a negligible amount of force frequently (1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body.
- Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.
- Job is sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met

Yes

No

Respirator Fit Testing		X
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HEARING/VISION

	Yes	No
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Hear and differentiate low volume sounds in order to make judgements regarding actions needed	X	
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Hear alarm bells, verbal conversations, telephone voices and normal volume sounds	X	
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Distance vision (clear vision at 20 feet or more)	X	
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Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
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Color vision (ability to identify and distinguish colors)	X	
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WORKING CONDITIONS

	Yes	No
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Exposure to bloodborne pathogens		X
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Hazardous waste and/or toxic/caustic chemicals		X
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Fumes or airborne particles		X
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CONDITIONS OF EMPLOYMENT

- Maintain licensure/certification/registry/listing
- Annual mandatory requirements (e.g., flu shot, education, employee health)

JOB DESCRIPTION ACKNOWLEDGEMENT

I have seen and reviewed the job description in its completed form and understand that I will be required to perform all functions listed if hired for this position. I recognize that, if hired, it is my responsibility to notify my manager as soon as possible if I am unable to perform any of the functions of my position for any reason. **This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job**