Job Title: Patient Relations Intern  
Job Category: Internship  
Department/Group:  
Job Code/Req#:  
Location: Tucson, AZ  
Travel Required: n/a  
Level/Salary Range: N/A (135 hours = 3 FSHD Credits towards internship requirement)  
Position Type: Part-time Summer 2020

Job Purpose:

The Patient Relations Intern will be responsible for assisting with the outreach, marketing, and recruitment of eligible Parkinson’s patients for LSVT LOUD® and LSVT BIG® educational seminars. This person will also be responsible for assisting people with Parkinson disease in finding LSVT certified clinicians near them. This individual will work directly with the Host and Patient Relations Coordinator as well as administrative and clinical staff to identify and communicate with Parkinson’s groups and patients who are eligible for seminars. The candidate will be responsible for assisting with tasks that include calling, emailing, and marketing to Parkinson’s patients, support groups, senior centers, universities, hospitals, and other businesses that may have a Parkinson’s population.

*135 hours over the summer can be used for FSHD Internship course credit.*  
*If you are interested in experience and not course credit, the hours are flexible.*

Job Responsibilities:

- Assist in the coordination of educational seminars and the marketing efforts to recruit Parkinson patients. This includes, but is not limited to, phone screening, social media, newspaper, and other printed advertising
- Assist in communicating with the National Parkinson’s Foundation and their affiliates
- Assist in administrative functions associated with recruitment activities in a timely manner
- Assist in developing the patient database in Salesforce
- The intern will have the opportunity to participate in weekly team meetings to assist in covering information about strategies for patient recruitment and retention
- Assist LSVT Global Team in completing additional tasks as requested

Job Requirements:

- Excellent communication skills, including the ability to understand and adapt to all personality types by interpreting the best method/style of interaction and communicating
- Must be detail oriented, organized, and able to follow procedures exactly as written
- Demonstrate compassion and a sincere dedication to needs, concerns, and confidentiality of people with PD and their families.
- Consistently exhibit behavior and communication skills that demonstrate commitment to superior customer service, including care and concern with every customer
- Represent the company in a professional manner, following company policies and procedures
- Highly organized with attention to detail – ability to file, manage, and retrieve information
- Microsoft Suite knowledge
- Positive attitude