

Administrative Internship in Assisted Living

Ashford Assisted Living & Memory Care in Draper, UT is looking for an intern to work in administration. This is a paid internship and interns may be eligible to apply for a full-time position within the company upon graduation.

The Ashford in Draper is a facility offering both Assisted Living and Memory Care services for the elderly. The building is about 2 years old and is locally owned and operated.

Responsibilities of the administration team include:

- Hiring
- Marketing
- Training of staff members
- Tours, paperwork, and preparation for new residents
- Ensuring compliance with state regulations
- Communication with resident families and addressing concerns
- Overseeing all departments – Dietary, Activities, Nursing, Housekeeping, Front Office/Maintenance

Interns will be trained in all the administrative responsibilities. This is excellent work experience for anyone interested in working in geriatrics or pursuing a career in healthcare administration. The ideal candidate will be excellent at problem solving, have strong communication skills, learn new skills quickly, and have a passion for working with the elderly.

Requirements:

- Must be graduating by August 2021
- Must be available to work at least 25 hours per week during business hours (M-F, 9-6)
- Must be able to pass a background check
- Must be able to work in-person, not remote

Start date and weekly schedule can be somewhat flexible depending on availability. Up to full-time hours available.

The position can begin anytime. This could count as internship credit for Winter/Spring/Summer semesters. Pay will be \$12+ DOE. Interested applicants should complete an application online at www.ashfordutah.com, prepare a resume, and apply in person at the Draper location. Any questions can be emailed to Greg at greg@ashfordutah.com.