



*Make-A-Wish® Wisconsin*

## **Mission Delivery Medical Outreach Internship**

### **DEPARTMENT**

Mission Delivery

### **POSITION DESCRIPTION**

Support the Medical Outreach Coordinator in all aspects of medical outreach, with an emphasis on referral intake; creating/processing medical paperwork; data entry of wish child information; and maintaining/updating referral source contact information in database. Along with other tasks as needed.

### **GOALS**

- Understand referral process and medical eligibility criteria.
- Work in database to enter/update files, and update records.
- Develop and/or enhance organizational and multi-tasking skills.
- Understand the power of a Wish. Create a lasting connection between the Make-A-Wish® mission and future experiences.

### **KEY RESPONSIBILITIES**

- Make initial phone contact with potential Wish Families to take a referral
- Enter wish child/family information in database
- Update/maintain referral source contact information in database
- Attend professional organization conferences and/or outreach meetings to promote Make-A-Wish and build eligibility awareness
- Research family support and professional organizations to increase awareness and collaboration efforts regarding eligible referrals
- Special projects as assigned, such as create referral source thank you certificates
- Make-A-Wish Interns are required to fulfill the Make-A-Wish University School of On-boarding Volunteer Series. The Foundation will provide direction for accomplishing these online.

### **DESIRED QUALIFICATIONS**

- At least sophomore standing and enrolled in a college or university pursuing degree in Human Social Service, Social Work, Psychology, Public Health, Business or related field.
- Organized, detailed-oriented and capable of managing multiple tasks.
- Strong written and oral communication skills.
- Mature and responsible.
- Friendly, outgoing and able to build rapport with diverse groups of people.
- Experienced in Microsoft Word, Excel.
- Some previous volunteer experience preferred.
- Due to the location of the Make-A-Wish office, access to an automobile is required.

**TIME REQUIREMENTS**

- Student must be able to work within a consistent schedule during normal office hours: 2-3 days/week preferred, a minimum of 10-15 hours/week (exact amount of hours per week will be determined by your supervisor), and a minimum duration of at least 10 weeks time for internship required.
- Attendance at occasional evening or weekend meetings and events may be encouraged.

**COMPENSATION**

- To enable the receipt of college credits, Make-A-Wish Wisconsin will work with you to meet your school's requirements.
- A stipend will be paid based upon the satisfactory completion of the above time requirements and the satisfactory completion of the internship.
- Any work-related expenses incurred will be reimbursed.

**APPLICATION PROCESS**

Interested applicants should send a cover letter, résumé and references via e-mail, mail or fax to:

Daphne Lingsweiler  
 Intern Search  
 Make-A-Wish® Wisconsin  
 11020 W Plank Court Ste 200  
 Wauwatosa, WI 53226  
 dlingsweiler@wisconsin.wish.org  
 Fax: 262.781.3736

No phone calls please.

The chosen candidate will be required to submit to a background check, complete volunteer application and sign a conflict of interest and ethics statement.

**THE MAKE-A-WISH Mission Statement**

*Make-A-Wish grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.*

Born in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the Foundation is now the largest wish-granting charity in the world, with 62 chapters in the U.S. and its territories and 37 affiliates in 48 countries on five continents. With the help of generous donors and nearly 27,000 volunteers, Make-A-Wish grants a wish every 37 minutes and has granted more than 254,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, nearly 5,300 families statewide can attest to the power of a wish. Currently, more than 300 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Wisconsin or to learn how you can make a difference, please call 800.236.WISH or visit [www.wisconsin.wish.org](http://www.wisconsin.wish.org).

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Intern Signature

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Date