



Externs 2010

Summit Pointe utilizes externs throughout the organization to complete special projects. Externs normally shall be students in a Bachelor or Masters Program at an educational facility who are wishing to enhance their employment skills.

Human Resources: Summer student to work in the capacity of assisting with human resource projects as it relates to benefits, policies and procedures, handbooks and other administrative duties including participation in orientation, union practices and candidate selection.

Housing Team: Summer student to work with our Housing team to carry out the mission of providing affordable housing to customers. The candidate would be working collaboratively to place customers in the least restrictive and most appropriate affordable housing within the community.

Clinic Support Team: Summer student to work in one of the busy clinics along with supporting staff to do the necessary administrative functions to run a clinic.

Reimbursement Team: Summer student to work with our reimbursement team and to contribute to administrative functions of a primary care doctor as well as mental health clinic.

Senior Behavioral Health & CSM Team: Summer student to work with our Senior and Adult Case management team to coordinate services for seniors and adults by helping them develop community resources and supports.

Performance Improvement: Summer student to assist the Performance Improvement team to conduct FMEA, critical analysis, develop reports as well as input data. Candidates will also help build monitoring systems for measuring performance of relevant indicators.



Summit Pointe operates Custer Greens Golf Course located on the Grounds of the Veteran's Administration Medical Center, Armstrong Road, Battle Creek, MI 49017. If you are interested in spending your summer on the golf course working in the following positions, please send your information to Summit Pointe, Kim Allen, 140 West Michigan Ave., Battle Creek, Mi. 49017.

Club House and Concessions Worker

Provides day to day cleaning of the golf carts, tables and trash take out. Others responsibilities include keeping facility clean such as, cleaning up spills, carpet sweep and various other jobs to ensure the cleanliness of the building and facilities. Club worker would also be responsible for retrieving driving range balls as well as other duties as assigned.

Club House Manager

Provides supervision for golf course staff to include scheduling, working and supervising counter, and assisting customers to assure customer service. Other responsibilities include maintaining data, making bank deposits and overseeing register operations as well as other duties as assigned.

Golf Pro

Provides instructions to adults and youth in group or individual sessions. Assists with group and special events.



Summit Pointe®

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E M P L O Y M E N T O P P O R T U N I T I E S

Summit Pointe is an Equal Opportunity/Affirmative Action Employer

POSTING DATE: 2/4/10 REMOVAL DATE: 3/15/10

Reasonable Accommodations: It is the policy of Summit Pointe to provide reasonable accommodation for otherwise qualified employees with disabilities and applicants for employment. A copy of the Summit Pointe EEO procedures related to Qualified Individuals with Disabilities and Veterans is available upon request.

Position: Extern Salary Range: 9:00 - 11:00

Key Responsibilities and Accountabilities:

Summit Pointe utilizes externs throughout the organization to complete special projects. Externs normally shall be students in a Bachelor's or Master's Program at an educational facility who are wishing to enhance their employment skills. Organization teams shall submit requests for Extern assistance to the Employment Coordinator outlining special projects to be performed and supervised during their temporary assignment. Supports include, but are not limited to, filing, report compilation, data entry, community living supports (shadowing of clinical providers), performance improvement projects, entrepreneurial projects (golf course), secretarial supports for prevention partners (TCC), and other opportunities that Summit Pointe can offer via its many community collaborations. Demonstrates excellent organizational, communication, computer, analytical and problem-solving skills. Shall be self-directed and resourceful. Participates in corporate quality improvement and problem solving activities. Maintains confidentiality and privacy within MDCH, state and federal guidelines. Utilizes knowledge of JCAHO, CMS, MDCH and Managed Care standards. Performs other duties as required.

Qualifications and Capabilities:

- High School Diploma or equivalent.
- Pursuing college education – preference to Junior and Senior levels.
- Computer experience - in Word and Excel preferred.
- Knowledge of professional business culture preferred.

To Apply:

All applicants must submit an individual employment application and resume for this position to the Human Resources Office or via mail by the posting deadline. Applications received after the deadline may not be considered for this employment opportunity.

Employment offers may be contingent upon the results of a Michigan State Police check/fingerprinting, drug screen, and acceptable Michigan driving record. TB Tests are required within two (2) weeks of hire. Some positions require verification of an acceptable Michigan driving record.

making life work.