



VICTORY  
PROGRAMS

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### **Outline Description**

Program: Administration  
Title: Quality Enhancement Intern/Volunteer

Hours: 8 – 12 hours per week.

The Quality Enhancement Intern will, with assistance and guidance from the Director of Quality Enhancement and Data Evaluation, develop an integrated system to train staff in data entry, assess staff skills and progress, and create a user's guide for the VPI Client Database.

### **Essential Functions:**

- Analyze staff data entry training curriculum.
- Develop system to train staff individually and in groups.
- Create assessment tools to track staff progress.
- Coordinate and maintain training schedule.
- Maintain communication with staff.
- Design data entry guide.
- Maintain professional ethics, boundaries and client confidentiality at all times.
- Enforce all policies and procedures of the program as outlined in the Employee Handbook.
- Attend organizational orientation training.

### **Non-Essential:**

- Attend occasional in-service trainings.

### **Qualifications:**

- High School Diploma or equivalency.
- Taking coursework that will lead to an associate degree or bachelor degree.
- Experience using Microsoft Access
- CPR certification, and yearly TB result documentation.
- Ability to work independently and cooperatively.
- Interest in issues of poverty, homelessness, community health, non-profit administration, and/or computer science.
- Employment history or desire to work for community-based organizations.