



2016 SUMMER LEGAL INTERNSHIP

Job Title: Summer Legal Intern FLSA: Non-Exempt
Reports: Senior Staff Attorney \$18.00/Hour
Department: Legal Affairs and Policy

Summary/Overview:

The Summer Legal Intern (the "Intern") will assist members of Access Health CT's legal affairs and policy department with daily responsibilities and long-term projects and will have the opportunity to interface with other departments in support of their respective business needs. The Intern will have the opportunity to work on a variety of legal matters involving: (i) contracts; (ii) policy; (iii) appeals and exemptions; (iv) data privacy and security and/or (v) Freedom of Information requests.

The 2016 Summer Legal Internship will run for approximately ten (10) weeks and it is expected that the Intern will work forty (40) hours per week. The Intern will report directly to the Senior Staff Attorney.

Essential Duties and Responsibilities

- Conducts legal research and drafts memoranda
- Compiles research into a user-friendly resource
- Assists with vendor contracts
- Assists in the documentation of appeals and exemption requests
- Assists in the investigation of data privacy and security incidents
- Assists in the response to Freedom of Information requests
- Performs related duties as requested

Competencies

- Analytical - Synthesizes complex or diverse information; collects and researches data.
- Oral Communication – Listens and gets clarification; responds well to questions.
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar.
- Strong Interpersonal Skills/Teamwork – Works well with others and contributes to building a positive team spirit.
- Professionalism – Maintains confidentiality, exhibits integrity, and maintains a positive attitude.
- Attendance/Punctuality – Is consistently at work on time.

Qualifications

- 1st or 2nd year law student
- Excellent research, writing and communication skills
- Demonstrated interest in health law, health policy, and/or in-house or quasi-public agency legal practice
- Familiarity with Affordable Care Act, Medicaid, HIPAA, privacy laws, and the Connecticut Freedom of Information Act
- Proficient with Microsoft Office

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: this is an in office role in which the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Minimal travel.