



Clearview Home Corporation

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ClearviewHome.org

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2019 PAID INTERNSHIP AND SUMMER JOB OPPORTUNITIES

Take the opportunity to wholeheartedly support and demonstrate a daily expectancy of Christian Science healing in support of the services Clearview Home provides. Christian Science nursing,* Rest and Study, guest activities, outreach, etc. are all based on sound metaphysics. You get to put into practice what you learned in Sunday School and have also applied to your academic studies!

This will be a momentous summer at Clearview Home. The Grand Opening of our new building and our Annual Gathering is planned for late June. Much assistance in various departments for this big event will be needed both before and after. The internship will support this special occasion as well as our general operations.

**All position commitments are paid and available for four to ten weeks,
part time or full time; minimum age requirement is 18.
Some housing and meals could be arranged to fit the need.**

BASIC REQUIREMENTS

- Willingness and desire to support Christian Science nursing and the mission of Clearview Home Corporation
- Strong interpersonal and communication skills
- Good computer proficiency in various software programs, webdesign, or Facebook.
- Good organizational and time management skills; flexibility and versatility
- Attend Sunday School or church regularly

DUTIES COULD INCLUDE ANY OR ALL OF THE FOLLOWING AREAS:

ACTIVITIES ASSISTANT

- Assists Activities Coordinator with planning and execution of projects and activities (i.e.: decorations, crafts, picnics, parties, community outings, etc.)
- Provides one-on-one support to patients and residents which may include wheel chair rides, playing games, assisting with crafts, secular and metaphysical reading, and other activities, as appropriate.

EVENT PLANNING AND SUPPORT

- Learns and assists with meeting details, including communications, site setup, and related functions
- Is fully available the week of the event and on the event day

MAINTENANCE / GARDENING

- Supports preventive maintenance program. This includes helping to organize and tidy maintenance department and other storage areas for spare parts, supplies, furnishings, and nursing equipment. Assisting with routine repair and maintenance and providing appropriate follow up in order to keep buildings and all contents in good repair
- Assist with landscape maintenance, planting and upkeep of small flower beds
- Assist with moving to new building and emptying old building prior to demolition

ADMINISTRATIVE AND COMMUNICATIONS ASSISTANT

- Assists administrative and management staff with copying, filing, data entry, typing, and other admin duties. This may also include revisions to handbooks, manuals, and other procedural documents
- Opportunity to be the first point of contact with the public—answering phones, greeting guests, and welcoming individuals to Clearview Home
- Assist with website updates, communications, and outreach activities

Specific duties and requirements will be adjusted according to your skills and talents. A mutually acceptable work schedule will be determined at the start to express reliability and consistency. Regular reviews and evaluations will be provided by the supervisor assigned to you.

Application and resume due by April 15, 2019.

* Man. 49:8 Christian Science Nurse. Sect 31 A member of The Mother Church who represents himself or herself as a Christian Science nurse shall be one who has a demonstrable knowledge of Christian Science practice, who thoroughly understands the practical wisdom necessary in a sickroom, and who can take proper care of the sick. The cards of such persons may be inserted in *The Christian Science Journal* under rules established by the publishers.