

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Sebring FL Date: 03/27/2017  
City State

Agency: Florida Department of Health - Highlands County

Contact: Ioannis (John) Gountas, Operations & Management Consultant Manager

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What semesters is your agency available to accept interns?

Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

*Monday-Friday 8am-5pm or based on a weekly schedule of up to 40 hours to include evening or weekend time commitments for diabetes self-management and nutrition classes, support groups, health fairs or other special events upon approval.*

Is office space available to interns?  Yes  No \_\_\_\_\_  
Comments

Is a computer available to interns?  Yes  No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships? Non-paid Paid (amount): \$0.00

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

*N/A*

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

*N/A*

List the required skills or previous experience necessary for interning with your agency.

***Computer skills, Drivers License***

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

***Florida Department of Health in Highlands County new employee orientation and background check.***

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

*Overview of the Wellness and Diabetes program to assist with the improvement of health outcomes and the elimination of health disparities in the areas of diabetes, obesity, and nutrition in Highlands County.*

*Awareness of educational programs and activities related to diabetes, nutrition, fitness, and health in the community for target populations, follow-up and support for program participants to determine and record outcomes.*

*Support of the Closing the GAP on Diabetes education sessions in the community via excellent customer service, phone etiquette and complaint management as defined by the Highlands County Health Department standards.*

*Preparation of nutritional components for the educational sessions of the Diabetes Self-Management Education (DSME) to include cooking demonstrations when necessary. Adaptation of educational visual, audio, and written wellness products and information in support of program participants and trainers.*

*Contribution in conducting outreach with community organizations and faith based entities to facilitate educational health promotion interventions. This may include regular telephone, written, electronic, and face to face communications, sometimes during the evening hours or on weekends.*

*Preparation of spreadsheets, reports, graphs, and presentations on Diabetes, wellness, and nutrition education materials and program data using Microsoft Office application including Excel, Word, PowerPoint, SharePoint, and Adobe Professional.*

*Accurate completion of forms such as encounter documentation, leave and attendance records, mileage, etc., by the required deadlines.*

*Attendance and participation in staff meetings, in-service training, and other professional and staff development activities when applicable.*

*Other related duties as required by supervisor.*

List any important information about your agency.

***Please visit the Florida Department of Health at [www.floridahealth.gov](http://www.floridahealth.gov) for additional information***

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

**FOR OFFICE USE ONLY:** CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_