

Prospective Internship Site Profile

Department of Health Education & Behavior

Location: St. Augustine FL Date: June 2009

Agency: St. Johns County Health Department

Contact: Ashlee Kirk, BSHE

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What type of interns does your agency seek? Part-Time Full-Time

What semesters is your agency available to accept interns?

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

List the last semester a Health Education intern was placed with your agency: _____

Is office space available to interns? Yes No

Is a computer available to interns? Yes No

List the normal working hours for your agency. Please indicate any evening or weekend time commitments.

8am - 5pm - required to work occasional nights and weekends for special events

Very flexible Somewhat flexible Not flexible

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

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

none

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

none

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

MS office - Word/Excel/Outlook/Powerpoint and effective public speaking skills.

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

** Plans and implements outreach disease and injury prevention education and health education activities in the community.*

** Interacts with community organizations, at-risk individuals to develop awareness of strategies and resources available in the community.*

** Evaluates and maintains program records, compiles data and completes reports related to outreach and health education programs.*

Prepares and distributes information and materials to promote activities and programs to target populations or the general public.

** Participate in SWAT (Students Working Against Tobacco) activities and coordinate monthly meetings.*

** Develop, implement and evaluate wellness programs in the community.*

** Participate in N-O-T (Not on Tobacco Teen Cessation) and Freedom From Smoking (adult cessation) programs.*

** Participate in Senior Strength Training at the Center of Living once a week.*

** Participate in all health fairs as needed.*

** Develop, implement and evaluate school presentations throughout the county.*

List any important information about your agency.

Please return to:

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Department comments: _____