

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Okeechobee FL Date: 10/30/2015
City State

Agency: Florida Department of Health in Okeechobee County

Contact: Tiffany Collins

Address: 1728 NW 9th Street Okeechobee FL
Street / PO Box City State / Zip

Phone: 863-462-5761 Fax: 863-462-5219

Email: Tiffany.Collins@flhealth.gov Website: _____

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; flex time for evening and weekend required for outreach events.

Is office space available to interns? Yes No if available
Comments

Is a computer available to interns? Yes No _____
Comments

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.)

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.

Must provide transportation to and from work; must be flexible for evening and weekend outreach/education events, must be able to communicate effectively orally and in writing, experience with Microsoft Office - Word and Excel, must be able to lift 30-50 lbs - with equipment assistance.

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.

Must be able to pass a level 2 background check, must maintain a valid Florida Driver's License.

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

Undertakes local health promotion and education activities in chronic disease which includes cancer, diabetes, heart disease, stroke and chronic lung disease. Responsible for health education of healthiest weight, injury prevention programs and other priority health issues. Responsibilities include work promoting, maintaining and improving individual and/or community health by assisting individuals and communities to adopt health behaviors. Incumbent collects and analyzes data to identify individual and/or community needs prior to planning, implementing, monitoring and evaluating programs and/or services designed to encourage healthy lifestyles, policies and environments.

Develops partnerships within the community to assure the best use of chronic disease and health promotion resources. Responsible for developing and coordinating/reporting of approved county activities. Uses and presents data from DOH CHARTS system and other credible sources to support program planning and implementation. Serves as a community resource regarding health promotion issues, funding availability and data requests.

Serves as team member for health department strategic planning, quality improvement/performance excellence, Community Health Assessment (CHA) and Employee Wellness. Participates and serves as point of contact for Community Health Advisory Team (CHAT) and Community Health Improvement Planning (CHIP).

List any important information about your agency.

We are an equal opportunity employer and a tobacco free workplace.

*Jeffery Collins
11/2/15*

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: _____