

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Sarasota Florida Date: 9/12/16  
City State

Agency: Healthy Start Coalition of Sarasota County

Contact: Jamee Thumm, MPH, CPH, CLC

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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):

**Business hours 8:00 am to 5:00 pm available. Occasional optional weekend/evening hours for special events.**

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): \_\_\_\_\_

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

**Work-related travel reimbursement**

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

**None required.**

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

**Computer skills - Microsoft Office (Word, Excel, etc.); Google docs (forms). Basic Wordpress skills are a plus, but not essential.**

**Good people skills. Professional office conduct and interpersonal skills. Good written and verbal communication skills.**

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.*

**Proof of background check.**

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

*Various projects available depending on the semester chosen and project funding status. All projects are maternal and child or community health related.*

*Assistance highly desired for Jan-April 2017 with our semiannual breastfeeding survey. This is a great opportunity for networking with local healthcare professionals, agencies, and organizations. The intern will utilize survey and needs assessment skills and assist with survey results publication which is shared throughout Florida. Intern will need to attend meetings as applicable, assist with survey tool development, volunteer training, pediatric staff training, and collect, analyze, and compile data.*

*Opportunity to assist with development of the Coalition's Service Delivery Plan (strategic planning) which will continue throughout the end of July 2017. Intern will attend meetings as applicable, assist with collecting data, reviewing and compiling data collected, and aid in prioritization of community needs.*

**Ongoing projects:**

*Breastfeeding Friendly Sarasota Project. Visit and recruit local businesses, provide information, handouts, and resources as needed, and update website with participating businesses.*

*Clean Start. Provide education on substance misuse during pregnancy to area professionals and/or community members, monitor and update list of trained personnel, and provide resources as needed.*

*Save My Life. Specialized education and support program which serves families in the Newtown area - identified as an underserved, high-risk area for poor birth outcomes. Collect, analyze, and compile data, update forms, community outreach and opportunities to assist with education and services as applicable.*

List any important information about your agency.

***The Healthy Start Coalition of Sarasota County is a 501(3)(c) nonprofit whose mission is to improve the health and well-being of pregnant women, infants and young children. We provide free care coordination, specialized education, and counseling services to pregnant women and new moms who have health or psychological risks which could adversely affect their health or the health of the baby. We work within the community to assess the needs of our population, locate gaps in services or knowledge, and cooperate with other agencies to resolve problems so the needs of our community are met.***

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: \_\_\_\_\_