

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Jacksonville Florida Date: 9/12/13
City State
Agency: JEA
Contact: ReShawndia Mitchell, MPH, CHES, CWPC
Address: 21 W. Church Street, T-6 Jacksonville FL 32202
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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):

normal work hours are 8a-5p with some early morning programming possibilities depending on the semester of internship; the early morning hours could be at 6 or 7am but student will be able to flex out hours for the week not to exceed the number of hours/week required by the internship program

Is office space available to interns? Yes No cubicle
Comments
Is a computer available to interns? Yes No personal computer/laptop provided by JEA during internship
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.)

no other monetary benefits are provided at this time; if the intern is hired as an official "JEA Co-Op" which is an annual summer program, they are paid \$11-\$15/hour and have access to the company fleet of vehicles for off-site activities; if intern is not a JEA Co-Op, the intern will most likely not receive payment and will travel with the preceptor so travel expenses are not incurred

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

parking is on your own and can range from \$3-5/day or the student can secure a monthly rate of about \$26/month at a close parking garage

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

Microsoft Office Suite, Public Speaking, health education program planning, implementation, and evaluation, marketing

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.

First Aid & CPR are a plus but not required

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

assist in the development and enhancement of health screening programs, such as the annual Personal Health Assessments & biometric screenings; assist in scheduling and coordinating on-site health and wellness events related to our top health risk factors, claims experience and safety focus areas; assist in wellness program project management and tracking thereby ensuring best practices are utilized and ROI can be calculated

List any important information about your agency.

JEA is a not for profit community owned utility. We provide customers with electric, water and sewer services. The JEA Wellness Program has been a part of the company culture since 1989 and employees at all levels participate in the program offerings.

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: MMaid Date: _____

Approval Expiration Date: 10-2015