

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Los Angeles CA Date: 4/29/2015
City State

Agency: Cedars-Sinai Health System

Contact: Mitch Martens

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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):

*Traditional Mon-Fri work days with traditional but flexible hours 9a-5p.
No foreseen weekends or evenings.*

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

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

None of the listed benefits. This internship will provide the intern with hands-on experience working in worksite wellness at a premier health care institution.

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

*\$20 (one time fee) for parking pass
\$25 (one time fee) for "Volunteer Jacket" which is required.*

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

- Knowledge of common practices in the fields of employee well-being (ie. nutrition, exercise science, health education)*
- Reliable, flexible, enthusiastic, and willing to learn*
- Skills in communicating effectively and professionally (written and oral)*
- Skills in organizing, prioritizing, and managing assigned tasks*
- Experience with computers, Internet and social media is expected*
- Willingness to interact with employees and departments to help achieve wellness goals*

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.

- Intern must have a health clearance processed through our own Employee Health Services dept (ie TB-test, flu shot)*
- Intern must complete the "Independent Student Program Application" online with our Volunteer Dept.*
- Intern must attend the 2-day general Hospital Orientation before beginning the formal internship.*

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

- Provide support in the design, marketing and implementation of the Cedars-Sinai Employee Wellness program.*
- Assist in the collaboration of initiatives to create a healthy culture, health employees and healthy work environment.*
- Assist in the development of promotional/communication materials*
- Assist in the research and reporting process of wellness*
- Attend wellness programs and assist as needed (ie check in, setting up, clean up)*
- Data input ans survey tally*
- Other general duties as assigned*
- Other duties will incorporate the Intern's interests, capabilities and curiosities.*

List any important information about your agency.

Large non-profit Los Angeles, CA health system that employees over 13,000. Founded in 1902 with a Judaic tradition, devoted to the art and science of healing and to the care of our patients and staff.
Our 4 part Mission focus:
-Quality Patient Care
-Research
-Education and Training
-Community Service
Web address: cedars-sinai.edu

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: 6-11-15

Approval Expiration Date: 6/2017