

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Gainesville FL Date: 02/25/2024
City State

Agency: GatorCare

Contact: Abigail Loose, MS, CHES

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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):

8:00am - 4:30pm; Fulltime interns preferred.

Is office space available to interns? Yes No

Shared with other interns
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.)

Reimbursement of UF parking decal (if interns need to purchase specifically for our internship)

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

Transportation - either by bus or UF parking decal

NOTE: interns do NOT qualify for staff decals

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

- *Self starter that also works well on teams*
- *Knowledge and interest in worksite/employee wellness*
- *Teachable and willing to learn*
- *Comfortable interacting with colleagues and employees*
- *Strong communication skills, written and oral*

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.

- *All interns are required to have updated immunizations (per UF Health policy)*
 - *Interns should give themselves enough time to complete any missing immunizations prior to internship*
- *Background check will be conducted*

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

- *Participation in the planning, implementation, and evaluation of employee health and wellness programs*
 - *Example topics: nutrition, exercise, stress management, sleep, weight management, etc.*
- *Research and development of curriculum and materials (promotional materials, logos, handouts, etc.)*
- *Conduct body composition screenings, blood pressure screenings, and health coaching with employees*
- *Plan, develop and manage employee health challenges, like walking challenge, water challenge, sleep challenge, etc.*
- *Provide input and assistance in creating and updating the GatorCare website*
- *Write health and wellness program promotions and communications*
- *Attend events on behalf of GatorCare such as employee wellness screenings, health fairs, and open enrollment*
- *Become familiar with health insurance benefits and how a self-insured health plan operates*

List any important information about your agency.

GatorCare is a self-insured health plan that covers employees in Gainesville and Jacksonville in organizations affiliated with the University of Florida and UF Health. Although the office is located in an administration building, we often visit the hospital and/or outpatient locations. It is of vital importance that the intern protect all personal information on members, both health related and other. Occasional day visits to Jacksonville may be included.

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: Holly T. Moses Date: _____

Approval Expiration Date: _____