

Prospective Internship Site Profile

Department of Health Education & Behavior

Location: Gainesville Florida Date: 10/13/2020
City State

Agency: Rural Women's Health Project, Inc.

Contact: Fran Ricardo

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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):

Is office space available to interns? Yes No Not at this time, due to Covid-19
Comments

Is a computer available to interns? Yes No Yes, depending on the need.
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.)

The RWHP does not offer housing or health insurance. If travel is part of a project, than certainly there is travel reimbursement.

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

There are no required items that need to be purchased for an internship with the RWHP.

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

Each intern will participate in an interview process to assess their "fit" to work with our non-profit. We expect that they have researched our organization and feel that they can bring something to it as well as gaining experience. The intern should be flexible, willing to adapt to the needs of the communities that we serve. We require that they have the initiative to work within the mission of our organization, that they come with a good attitude and desire to serve the community. We ask that they work well in a team setting as well as independently.

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.

We ask that all interns following our health protocol, based on the CDC guidelines.

Provide a comprehensive list of health education internship duties, which will be assigned to your HEB senior intern. Please indicate with NCHEC Responsibility/Responsibilities align with each duty.

As an organization that serves the needs of vulnerable communities, primarily the Spanish-speaking immigrant community and women living with HIV, each intern will work closely with the RWHP staff to develop a program that will offer them the opportunity to meet their required NCHEC responsibilities. The needs of the communities that we serve are ever-changing and we might be developing various types of health education materials /training materials that would enhance our outreach including brochures, videos, fotonovelas, magazines and social media posts. We believe that in order for the intern to have a successful internship, they need to be involved in all aspects of the work the RWHP performs, but also to have a specific project that they can create, develop and complete during their semester that will provide them with hands-on experience. Interns are considered part of the RWHP team and their input is valued.

List any important information about your agency.

I just want to reiterate again, that when we bring an intern into our agency, we want them to be part of our team, to be exposed to all of the facets of the organization and to be an integral part of the work that we do.

Would you like to be added to the Department's list of approved sites for future interns? X Yes No

FOR OFFICE USE ONLY:

Approval of Department Internship Coordinator: _____
Date

Contract on File: _____