

Community Health Internship
Pulaski County

Department: Office of Prevention and Recovery

Supervision Exercised: None

Supervision Received: Director

Classification (FLSA): Non-Exempt/Internship

Age Requirement: 16

TESTING/SCREENING AND CERTIFICATIONS REQUIRED: Drug & Alcohol Testing Required.

Work Hours: Up to 80 hours maximum with work schedule approved by the Director.

ESSENTIAL FUNCTIONS: The Pulaski County Office of Drug Prevention and Recovery will be hosting up to 2 interns to support its goal to strengthen community partnerships through creation of a resource quick guide. Assisting with community outreach, data collection, engagement, and program implementation. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

RESPONSIBILITIES AND KNOWLEDGE SKILLS:

- Complete in-depth research of the wrap-around services available within Pulaski County and to Pulaski County citizens
- Combine research into a user-friendly, simple resource document in both paper and multimedia format
- Engage with local providers to understand best points of contact for services
- Participate in meetings with law enforcement, DSS, local non-profits, and the school system to understand how this information can be best disseminated
- Share guide with stakeholders

ADA REQUIREMENTS: This position requires the continual use of one's ability to observe details at close range or at a normal distance in their surroundings and the ability to perceive sounds and communicate information accurately and understandably with others in the work environment.

EDUCATION AND EXPERIENCE:

- Currently enrolled in High School or College with interest in human services, community health, law enforcement or a related field.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities

Community Health Internship

- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participates in all required or suggested trainings
- Works with staff and supervisor to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Intern Name: _____

(Please print)

Intern Signature

Date