

# CHRISTIAN HEALTH CARE CENTER

## 2016 UNDERGRADUATE SUMMER INTERNSHIP

Christian Health Care Center (CHCC) is committed to developing the next generation of professionals who want to make a difference in the lives of others by choosing a career in health care. The CHCC Undergraduate Summer Internship Program provides students with a chance to explore career interests through targeted work assignments, mentoring, job shadowing, and a lecture series. This program provides students with the opportunity to complete an eight-week unpaid, non-clinical internship in various departments throughout our campus. The program starts with a comprehensive general orientation to CHCC in which you'll learn about the organization, culture, and commitment to excellence. Your internship will provide invaluable opportunities to be involved in meaningful work and projects, attend educational sessions, and participate in networking with other interns, clinicians, and senior leaders. Interns will be required to provide 15 to 20 hours of service per week. Schedules are flexible with the exception of Monday, which will include scheduled group educational sessions.

### **PARTICIPATION REQUIREMENTS:**

The CHCC Undergraduate Summer Internship Program is open to students currently enrolled full-time in a four-year undergraduate program. Students must:

- have completed at least two years of college and have taken general classes in the area of internship;
- have a cumulative GPA of 3.0 or better;
- have a career interest in the health-care industry;
- complete and submit the application and letter of interest (available online at [www.chccnj.org](http://www.chccnj.org) by clicking on the Career Opportunities link);
- provide proof of a two-step Mantoux test by their physician by May 27, 2016;
- commit to the entire program (June 6 to July 29), with an exception for a vacation week of their choice, if requested;
- attend General Orientation June 6; and
- be available from 11 a.m. to 1 p.m. Mondays to attend mentorship and education series (with the exception of July 4).

### **INTERNSHIPS ARE OFFERED IN THE FOLLOWING CHCC DEPARTMENTS/AREAS:**

- Projects in Person- and Family- centered Care
- Food and Nutrition Services\*
- Health Information Management
- Therapeutic patient activities, including music therapy and art therapy
- Rehabilitation Therapy\* (physical, occupational, and speech therapy)
- Marketing and the Foundation
- Social work\*
- Nursing administration\*
- Mental-health care administration (full continuum of care – not a counseling internship)
- Long-term care and assisted-living administrator rotation and project

\*Interns assigned to these clinical areas will not be performing clinical duties; rather, they will be shadowing, providing support, conducting research, and working on projects with clinical leaders.

### **DEADLINES AND SELECTION PROCESS:**

- Application, essay, and all required paperwork should be submitted no later than April 1, 2016, to [dkish@chccnj.org](mailto:dkish@chccnj.org).
- Telephone interviews will take place through May 15.
- Final candidates may be asked to participate in an additional interview.
- All candidates will be notified via email no later than mid-May.

### **TRANSPORTATION STIPEND:**

Each unpaid internship will provide students with a transportation stipend once they have completed no less than 90 percent of the committed hours of the eight-week program (exclusive of pre-approved one-week vacation).

CHRISTIAN HEALTH CARE CENTER  
2016 UNDERGRADUATE SUMMER INTERNSHIP  
APPLICATION

**Internship: June 6 to July 29, 2016**  
**Application Deadline: April 1, 2016**

*Please print or type.*

Student name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

High school attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

College attending: \_\_\_\_\_ GPA \_\_\_\_\_

Select one:  Sophomore  Junior Area of study: \_\_\_\_\_

How did you hear about the Christian Health Care Center Undergraduate Summer Internship Program? \_\_\_\_\_

Do you have family employed at Christian Health Care Center? If so, please list name of employee and relationship to the employee: \_\_\_\_\_

Have you previously volunteered or worked at Christian Health Care Center? \_\_\_\_\_

Please answer the following:

I am interested in doing my internship in the following area: (Please see areas offering internships on general information page.) \_\_\_\_\_

I can commit to the entire program from June 6 to July 29, 2016.  Yes  No

I would like the following week for vacation: \_\_\_\_\_

I am available 15 to 20 hours per week.  Yes  No *Please note: You can provide additional hours at your request and the availability of the department, or if you take a vacation week.*

I will provide proof of a two-step Mantoux test.  Yes  No

I will submit to a pre-internship drug screen and criminal background check.  Yes  No

I am available for a phone interview. I can be reached at \_\_\_\_\_.

The following is best for me:  Morning  Afternoon  Evening

Please submit the following:

- (1) Completed application
- (2) Letter of interest: In 300 words or less, tell us why you are interested in pursuing a career in health care and what you hope to achieve by participating in the CHCC Undergraduate Summer Internship.
- (3) Verification of current 3.0 cumulative GPA (unofficial transcript accepted showing courses taken)
- (4) Resume

No application will be reviewed without all four elements present.

Send your completed application and information by April 1, 2016, to [dkish@chccnj.org](mailto:dkish@chccnj.org).