

INTERNSHIP REQUIREMENTS

- Bilingual preferred; command of any of the following languages: Spanish, Creole, Swahili, Arabic, Dari, Pashto, Russian, Ukrainian
- Must be 18 years of age or older
- Currently enrolled in an undergraduate program, graduate program
- Must commit to a minimum of 10 -15 hours per week per term
- To allow for appropriate supervision and guidance, hours must be fulfilled during the week (Monday – Friday) and in an hours block that takes place during the regular business hours of 8a – 5p
- Term length varies (based on educational institution). Average term is 9 weeks
- Possess and maintain a valid driver's license and auto insurance
- Pass a Level II AHCA Background screening (LSS paid)
- Applicants with, but not limited to, the following academic backgrounds are welcome: public health, medical related background, international studies
- Working knowledge of computers/software such as MS Word, Excel, Outlook
- Must be able to communicate orally and in writing
- Assertive, completes projects independently with minimum guidance
- Ability to work with people from various cultural, religious and social backgrounds

SAMPLE DUTIES OVER THE TERM

- Work alongside staff as they conduct family health assessments
- Education – provide education on United States Healthcare System
- Help clients select health plans - selecting doctors, eye doctors, vision doctors
- Scheduling assistance for client appointments with doctors
- Provide outreach to families for appointments and health promotion
- Assistance during workshop days or children's mobile clinic school physical days
- Assist in creating health workshop plans and ideas for health promotion
- Create flyers for promotion and outreach
- Assist with administrative duties – case files, notes, review associated with staff client management
- Duties may be amended as required by internship agreement with educational institution



Refugee Services Public Health Internship Program

i LSS was founded in 1979 as a hunger-relief agency.

We began serving refugees just one year later, in 1980, and have been doing so ever since.

We are the most robust refugee services provider in Northeast Florida, providing not only resettlement, but also employment, career laddering, case management, and youth mentoring and tutoring. All our programs foster social and economic self-sufficiency, while providing community integration services for our new neighbors.

Our diverse staff, many former refugees themselves, speak over 20 languages.

LSS Refugee Services' Interns are immersed in the field of refugee services.

They assist the in-house refugee programs with direct service and administrative support.

Internships are unpaid and are on-site at our offices: 4615 Philips Hwy Jacksonville FL 32207.

Credit hours or core requirements available upon review/approval of corresponding educational institution terms - prior to internship placement. LSS has contracts in place with UNF for Intern placements. An evaluation following completion of internship is provided.



CURRENT TERM

- Fall 2024
- Spring 2025
- Open:
2 Internship Slots per term



APPLICATION PROCESS

- Rolling Application deadline for each term. Review your school's deadline for course credit
- Submit cover letter and resume to: jobs@lssjax.org
- Indicate term, Educational Institution, and area of interest

