



# Fall 2019 Volunteer & Internship Opportunities

## Community

### Volunteer for NCHS Community Health Events

Please e-mail [volunteer@nchs-health.org](mailto:volunteer@nchs-health.org) to inquire about the NCHS community & health awareness events schedule and how to get involved!

#### ► Weekly Community Food Distribution

Create a positive impact on your community by volunteering for NCHS' Community Food distribution! Through this rewarding opportunity volunteers assist with registration and distributing food items to families and individuals in need. Join the cause and help end hunger in your community today.

#### Location and & Time Commitments:

- **San Marcos**, Located off of Twin Oaks Valley Road), 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 10-1 PM every month (flexible commitment)
- **Oceanside**, Melba Bishop Community Recreation Center, 2<sup>nd</sup> and 4<sup>th</sup> Tuesday every month 9:30-12 PM (flexible time commitment)

**Requirements:** Please e-mail [volunteer@nchs-health.org](mailto:volunteer@nchs-health.org) to sign up for a shift(s)

**Preferred Skills:** Bilingual in Spanish (not required), great attitude, and able to lift up to 25 lbs.

## ▶ **Community Outreach Internship**

The NCHS Community Outreach Department seeks highly personable individuals to join the team! The Community Outreach Intern will assist in outreach activities and community events that increase community awareness of the services and programs provided by North County Health Services. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth.

### **Locations:**

- San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069
- Perris Health Center, 1675 North Perris Blvd, Suite G1 Perris, CA 92571

### **Positions Available: 2**

**Time Commitment:** One semester or 3 month minimum commitment, schedule is flexible to availability of volunteer (required at least 12 activities per month), and quarterly volunteer meetings.

**Requirements:** NCHS volunteer application, 2- step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.

## **Clinic**

### **Questions about Clinical Internships or Rotations?**

Are you a current student completing a medical track program (Medical Assisting, Nursing, Physician Assistant, Medical School, Pharmacy) and have questions about a clinical internship or rotation with NCHS? Please contact [volunteer@nchs-health.org](mailto:volunteer@nchs-health.org).

\*\*Due to high demand in clinical internships, NCHS is limited to accepting students from select Southern California universities only. Please inquire for more information.

## ▶ **Women's Health Services Pediatric Reader**

NCHS is seeking friendly and genuine individuals who enjoy helping children and families. The Pediatric Reader will create an interactive and caring environment at NCHS by reading appropriate children's stories and facilitating interactive activities for pediatric patients in our waiting rooms. Gain a rewarding experience in our clinic by applying today!

**Locations:**

- Mission Mesa Pediatrics- Oceanside Health Center,

**Positions Available:** Open**Time Commitment:** 3 month minimum commitment, flexible schedule with a 6 minimum hours weekly commitment (Monday-Friday 8-5 PM)**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.**Preferred Skills:** Bilingual in Spanish, enjoy working with people, and prior experience in a customer service setting.

## ▶ Clinic Customer Service

NCHS is seeking friendly and genuine individuals who enjoy helping others! The Clinic Customer Service Volunteer will create an interactive and caring environment for NCHS patients by enhancing support in the front of the clinic. Gain a rewarding experience in our clinic by applying today!

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069**Time Commitment:** 3 month minimum commitment, flexible schedule with a 6 minimum hours weekly commitment (Monday-Friday 8-5 PM)**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.**Preferred Skills:** Bilingual in Spanish, enjoy working with people, and prior experience in a customer service setting.

## Administration

### ▶ **Program Resource Specialist Internship NEW!**

NCHS is seeking a student interested in helping the community! The Program Resource Specialist Intern will gain hands on experience by assisting as a receptionist at the resource center and support the PRS Team (Program Resource Specialist). Through training, mentorship, staff and patient interactions, the intern learn new skills, expand their knowledge in medical healthcare insurance, and achieve personal and professional growth in the healthcare administration environment.

**Location:** San Marcos

**Positions Available:** 1

**Time Commitment:** 3 month minimum commitment, flexible schedule with a 10-15 minimum hour weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.

**Preferred Skills:** Great attitude, outgoing, organization skills, phone etiquette, computer skills (emails, Excel, Microsoft office)

### ▶ **Referrals intern**

NCHS is seeking a Referrals Volunteer! He or she will gain hands on experience by assisting in various projects with the Referrals Department. Through training, mentorship, and routine interactions, the volunteer will learn new skills, experience the environment of the referrals side of a Health Center, and achieve personal and professional growth. Are you ready gain more skills and work with an awesome team? Apply Today!

**Location:** Calle Platino Oceanside, CA 92054

**Positions Available:** 2

**Time Commitment:** 3 month minimum commitment, flexible schedule with a 10-15 minimum hour weekly commitment (Monday-Friday 8-5 PM)

**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.

**Preferred Skills:** Great attitude, organization skills, phone etiquette, computer skills and Microsoft office, eager to learn

## ► Clinical Operations Internship

NCHS is seeking a responsible and motivated intern that will work with the Clinical Operations team to assist with various projects such as developing collateral for clinical staff training and education, data entry and research. Are you ready gain more skills and work with an awesome team? Apply Today!

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Positions Available:** 1

**Time Commitment:** 3 month minimum commitment, flexible schedule with a 10-15 minimum hour weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.

**Preferred Skills:** Great attitude, organization skills, data entry, Power Point and Microsoft office

## ► Volunteer Program Internship

Are you interested in gaining experience and learning more about health administration and community engagement? Join NCHS as an intern for the Volunteer Program! The intern will assist with volunteer recruitment, community health event organization and planning, and pertinent departmental projects concerning the community.

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Time Commitment:** 3 month minimum commitment, flexible schedule with a 10-15 minimum hour weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.

**Preferred Skills:** Organization, people skills, and great attitude.

## ▶ **Business Development Internship**

Are you a MPH Student interested in gaining experience and learning more about administration to practice important administrative skills? Join NCHS as an intern for Business Development! The intern will assist with important departmental administration projects as well as practice skills in organization, word processing, data entry, and more.

**Positions Available:** 1

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Time Commitment:** 3 month minimum commitment, flexible schedule with a 20 minimum hours weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** NCHS volunteer application, in a Master of Public Health Program, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.

**Preferred Skills:** Great attitude, data entry skills, research skills, Microsoft, and outgoing

## ▶ **Community Engagement Internship**

NCHS' Community Engagement department is seeking a highly motivated MPH student interested in health promotion. The Community Engagement Intern will gain hands on experience by planning and assisting with community engagement events and projects in order to increase awareness of the services and programs provided by North County Health Services. Through training, mentorship, and staff interactions, the intern will learn new skills, expand their network, and achieve personal and professional growth in the healthcare administration world.

**Location:** San Marcos

**Positions Available:** 1

**Time Commitment:** 3 month minimum commitment, flexible schedule with a 10-15 minimum hour weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** NCHS volunteer application, 2-step interview, TB test and background check (provided by NCHS), access to e-mail, and reliable transportation.