



Community Health Worker Aide Internship Agreement

Community Health Workers help community members get connected to health care services and resources in many ways. As a Community Health Worker Aide Intern, you will be working with community partners on Staten Island to gain on-the-job skills and experience to prepare you for the role of a Community Health Worker and other health care related education and training opportunities.

During your internship, you will be rotating between partner sites and be involved with contacting and communicating with members of the community. There are important responsibilities, rules and important information for you to know and agree to before starting your internship in the field.

DUTIES AND RESPONSIBILITIES

During the internship, you may be performing some of the following duties:

- Tabling at community events
- Joining staff and other health care workers in the field
- Creating or handing out surveys or assessments
- Sharing information like flyers, cards and brochures with community members
- Calling community members or answering phones
- Participating at food pantries and other related programs

You will not be providing any health care service, advice, diagnosis, testing, vaccination, etc. or information that you are not legally certified to provide. If someone requests this of you, please contact your site supervisor immediately.

A schedule of your internship rotation along with contact information with site contacts will be provided to you.

COMPANY RULES

As an intern, you must follow the rules and regulations enforced at each organization. If you do not respect the rules or regulations, you may be terminated from the internship program.

CODE OF CONDUCT

As an intern, you are expected to remain businesslike and professional at all times. This includes:

- Showing up at your assigned placement on time
- Wearing proper clothing and footwear for the job
- Being respectful and a good team player
- Following instructions and maintaining health and safety
- Positive attitude, language and behavior
- Reporting any issues or concerns directly to your supervisor



PAY AND WORK HOURS

You can earn \$15 per hour at a maximum of 20 hours per week. You can work for a maximum of 10 weeks. You will receive two payments, one during the middle of your internship and one at the completion of your internship. All necessary documents must be completed in order to receive payment.

COVID-19 POLICY

Staten Island PPS strongly encourages COVID-19 vaccination for all team members and interns. If you have been vaccinated for COVID-19 you will be asked to show evidence. If you would like to be vaccinated, an appointment can be arranged through Staten Island University Hospital. This offer extends to family members and caregivers. Before starting your internship, you must show evidence of a negative COVID-19 test. Another test will be required halfway through your internship. Mask guidance and COVID-19 protocols should be followed at partner sites at all times.

CONFIDENTIALITY

You may come across people or other protected and private information during the course of your internship. You are required to keep all information and knowledge confidential. A breach of information will result in termination from the program and may even lead to legal action, depending on the circumstances. It is your responsibility to keep all materials secure and to follow the policies and procedures of all sites and organizations.

SIGNATURE AND DATE

A signed copy of this agreement is required before starting field placement for the internship. I understand and agree to all of the information presented to me above and agree to the responsibilities required of me for this position:

INTERN

COMPANY

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

If the intern is a minor under age 18:

PARENT/GUARDIAN

Name: _____

Signature: _____

Date: _____