

Summer of Impact 2024 GNR Internship

Role: Children & Youth with Special Needs Worker

Purpose of the summer internship: To help develop a strong workforce in the community through a paid internship for a Summer of Impact student from Central Gwinnett HS or Discovery HS. Internship will be at the District Health Office in Lawrenceville.

Internship Description: GNR Public Health is seeking 2024 summer intern with a desire to learn and grow in knowledge and understanding of Public Health. Interns will work within a multidisciplinary team of clinical and nonclinical professionals, working collaboratively to meet the Public Health needs of the community. Intern will work in our District Office assisting families of children and Youth with special needs to meet their Public Health clinical needs.

An internship with GNR Public Health will help students develop:

- Customer service skills
- Community navigation skills
- Office operations skills
- Interpretation skills

Intern will be expected to assist with department operations including:

- Assisting parents of clients with paperwork
- Providing interpretation (if bilingual)
- Assembling required documents for client visits
- Assisting with filing, shredding, and paperwork processing
- Answering phones
- Updating departmental spreadsheets and referral logs
- Sending letters to client families, pediatricians, and other community partners
- Closing out dispositions of referred clients
- Obtaining referrals from the SendSS portal
- Other duties as assigned to meet the organizational needs

Requirements

- Excellent customer service skills
- Bilingual (Spanish preferred)
- Willingness to serve in different ways that meet the needs of the community
- Participate in all Summer of Impact Events/Meetings
- Able to work during regular department hours (M – F 8am – 5pm)