

Children's Home Association of Illinois
Job Description

POSITION: Health Sciences Intern- Bachelor's Level

REPORTS TO:

Program Name: Operations – Employee Wellness Initiative

Program Location: 2130 N. Knoxville

Supervisor's Name: _____

Supervisor's Office Phone: _____

POSITION FUNCTION:

To support the internal employee wellness initiative in a variety of ways by assisting in the creation of programs centered on employee health needs.

BASIC ACTIVITIES:

- Provide support for an employee wellness initiative in its infancy stages.
- Create programming centered on targeting employees at multiple sites.
- Determine various modes of communication of health information to employees at various sites to employees with various backgrounds.
- Communicate with employees necessary health information via agency intranet.
- Performs other duties as assigned.
- Maintains confidentiality of employee/agency information.
- Demonstrates appropriate therapeutic boundaries.
- Represents the agency and program well by projecting a positive image.
- Maintains a professional, courteous attitude and demeanor.
- Maintains sensitivity to issues of race, culture, and ethnicity.

EQUIPMENT/MATERIALS USED: Computer, Phone, Copy Machine, Fax Machine, Own Vehicle

SKILL/EDUCATIONAL NEEDS: Strong interpersonal skills; strong written and oral communication skills; ability to effectively relate to individuals with various backgrounds and different levels of subject knowledge and willingness to change; ability to work independently and as an active team member; demonstrates maturity and sensitivity to cultural and individual differences in employees served; ability to handle job related matters in a professional, diplomatic and confidential manner.