

WKU Institute for Rural Health

INTERNSHIP OPPORTUNITY – Health and Wellness Services

The intern will gain experience in mobile health and wellness services and an awareness of the health care delivery system in rural areas.

AREAS OF OPPORTUNITY:

- Assisting staff with processing charts, documents, and forms
- Assisting patients with registration forms
- Working on Mobile Health and Wellness Unit or with portable equipment
- Working with diverse groups of patients
- Health and wellness instruction
- Assisting the registered nurse with paperwork
- Restocking of medical supplies

EXPERIENCE AND QUALIFICATIONS:

- Undergraduate or Graduate student in Nursing, Health Information Management, Public Health, Health Sciences, Exercise Science, Physical Education, Nutrition and Dietetics, or Health Administration
- Willingness to work in a non-traditional clinic which includes working on the Mobile Health and Wellness Unit or with portable medical equipment
- Must understand patient confidentiality and HIPAA policies
- Must possess excellent written and verbal communication skills
- Ability to work independently
- Ability to speak in front of small groups
- Familiarity with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Ability to travel to other counties within the service area
- Possess the desire to work with diverse groups
- Preference will be given to applicants with medical and dental software experience

ADDITIONAL INFORMATION:

- Adherence to departmental rules and procedures must be followed; dress code, promptness, dependability, and professionalism.
- All internships are located at the Institute for Rural Health in Academic Complex 201. Transportation needs are the responsibility of the intern.

DURATION:

- Student must be available 15-30 hours per week for a semester.

CONTACT:

E-mail your application, transcript, and letter of interest to the Office Coordinator at stacey.forsythe@wku.edu . Upon receipt of your materials, you will receive a confirmation e-mail. If selected for an interview, you will be contacted promptly for an interview. To learn more about our services, please visit our website at www.wku.edu/irh.