



Summer of Impact 2024 GNR Internship

Role: Clinic Support Worker

Purpose of the summer internship: To help develop a strong workforce in the community through a paid internship for two Summer of Impact students from Central Gwinnett HS or Discovery HS. Internships will be at the Norcross Health Center and Lawrenceville Health Center locations.

Internship Description: GNR Public Health is seeking 2024 summer interns 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. Interns will work specifically in our clinic settings, assisting clients to meet their Public Health clinical needs.

An internship with GNR Public Health will help students develop:

- Customer service skills
- Community navigation skills
- Medical office operations skills
- Reception skills
- Interpretation skills

Interns will be expected to assist with front and back office clinic operations including:

- Checking in patients
- Escorting patients and their families
- Assisting patients with paperwork
- Providing interpretation (if bilingual)
- Assisting with filing, shredding, and paperwork processing
- Answering phones
- Stocking and patient room upkeep
- 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 clinic hours (M – F 8am – 5pm)