



**CATHOLIC CHARITIES FREE HEALTH CARE CENTER (CCFHCC)**  
 212 Ninth Street Pittsburgh, PA 15222  
 Tel: 412-456-6911  
 Fax: 412-456-0128  
[www.freecarepgh.com](http://www.freecarepgh.com)

## INTERNSHIP APPLICATION

Part One: General Information	
Full Name:	
Current address:	
Permanent address:	
Email:	
Phone number:	
Name of Emergency Contact:	
Emergency Contact Phone Number:	
Your Relationship:	
What languages other than English do you speak?	
Are you applying for academic credit for this internship?	
If yes, who is your supervisor? Include contact information.	
<b>Please list two professional references that we may contact:</b>	
Reference name:	
Relationship to you:	
Email address:	
Reference name:	
Relationship to you:	
Email address:	

**PART TWO: EDUCATION AND EXPERIENCE**

**Educational History: List the three most recent schools you attended (high school, college, business, trade, etc.), beginning with the most recent.**

School and Location:	
Major field of study:	
Degree (H.S. diploma, A.S., B.S., M.A., etc.)	
Is this degree completed or in progress? If neither, please explain.	

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Is this degree completed or in progress? If neither, please explain.	

**Occupational History: List your work experience (volunteer and paid) within the past three years, beginning with the most recent.**

Employer:	
Location:	
Date Started:	
Date Ended:	
Nature of work:	
Reason for leaving:	

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Location:	
Date Started:	
Date Ended:	
Nature of work:	
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Date Ended:	
Nature of work:	
Reason for leaving:	

**PART THREE: SHORT ANSWER QUESTIONS**

What particular skills, talents or gifts do you have that you would like to use in your placement at CCFHCC?

What are your short and long-term goals?  
How will an internship at CCFHCC help you to achieve those goals?

How have you prepared for work at CCFHCC?

CCFHCC is rooted in the Gospel and social teachings of the Catholic Church, and is dedicated to providing excellent primary health care at no charge to those who are unable to afford adequate health insurance or are otherwise in need, regardless of race, gender or religion. How can you effectively represent the mission in this position?

**PART FOUR: INTERNSHIP PLACEMENT**

**When would you like an internship placement? (select all that apply)**

Spring 2014	_____	Summer 2014	_____
Fall 2014	_____	Annual 2014	_____
Other (Indicate Time Frame)	_____	No Preference	_____

**Where would you like to intern? (select up to three preferred placements)**

Administrative/Business	_____
Medical	_____
Dental	_____
Health Care Administration	_____
Eligibility	_____
Other (Please Indicate)	_____

**PART FIVE: INTERNSHIP COMMITMENT**

CCFHCC prefers that interns work for 6-10 consecutive weeks. What is your anticipated start date and end date?	
CCFHCC requires that interns work at least 8 hours per week. What is your preferred number of work hours per week?	
What days of the week are you available to work?	

Please remit the completed internship application to our Volunteer Coordinators, Tanis Roberts and Helen Meacham:

**Via Mail:**  
 Volunteer Coordinators  
 CCFHCC  
 212 Ninth Street  
 Pittsburgh, PA 15222

**Via E-Mail**  
[trober@ccpgh.org](mailto:trober@ccpgh.org)  
[hmeach@ccpgh.org](mailto:hmeach@ccpgh.org)

## INTERNSHIP DESCRIPTION

**Administrative/Business Intern:** work on specific, high-level administrative projects in the office of the Administrator, as well as assist in business and program development for the CCFHCC.

**Medical Intern:** work in all areas of the health center to provide assistance with every-day tasks and special assignments; responsibilities will be given in these work areas of the health center: medical and front desk.

**Dental Intern:** work in all areas of the health center to provide assistance with every-day tasks and special assignments; responsibilities will be given in these work areas of the health center: dental and front desk.

**Healthcare Administration Intern:** work on special related projects and become familiar with the daily operations and the “behind the scenes” work of management and program development of our health care facility

**Eligibility Intern:** work with the Eligibility volunteers and assist in supporting our eligibility application process

## INTERNSHIP FAQ

### **What is the CCFHCC?**

CCFHCC is rooted in the Gospel and social teachings of the Catholic Church, and is dedicated to providing excellent primary health care at no charge to those who are unable to afford adequate health insurance or are otherwise in need, regardless of race, gender or religion. How can you effectively represent the mission in this position?

### **Who is able to intern?**

CCFHCC accepts students who are a part of an educational internship program. CCFHCC has volunteer opportunities for students who are not registered in an internship program. You may contact our Volunteer Coordinators at 412-456-6977 for volunteer opportunities.

### **What do you provide for interns?**

An internship at the CCFHCC is a great opportunity to gain relevant experience in your chosen field. Interns work with outstanding volunteer and paid professional and can develop meaningful relationships with other interns within the program.

### **What do you expect from interns?**

Interns should meet the following requirements:

- Must be currently enrolled in an undergraduate or graduate program, and at least 18 years old at the start of the internship.
- Must make a commitment of at least one semester (fall, spring, or summer), serving at least 8 hours per week, preferably for 6-10 weeks.

CCFHCC interns are treated with the same respect as staff members and are expected to follow the same rules and guidelines. All interns are asked to commit to the policies and procedures of the CCFHCC.

### **Can I receive academic credit for an internship position?**

Academic credit is available for internship positions through your educational institution's internship program. The CCFHCC is glad to provide documentation of a completed internship and to complete the forms needed from your educational institution.

### **Do I need to be a Catholic to work at the CCFHCC?**

It is not required that any staff member of the CCFHCC to identify as Catholic or be active in a faith community in any form. However, the CCFHCC is a faith centered organization and all applicants must be devoted to the mission and virtues of the CCFHCC.

### **Who will I work with?**

Each intern reports to a supervisor who oversees day-to-day activities and provides guidance. The Volunteer Coordinator works with the supervisors and interns to ensure the best possible experience for everyone.

### **What if I want to intern, but cannot commit to the required hours or the number of weeks?**

It is required that all interns work at least 8 hours per week. It is preferred that interns work for 6-10 weeks consecutively. If you are unable to commit to the number of hours per week, consideration will be given for altered internship time periods.

### **How do I apply for an internship?**

Submit a completed application to be considered for available internship positions. Please see page 4 of this packet regarding application submission.

### **Who should I contact to submit an application or receive additional information?**

You may contact our volunteer coordinators, Tanis Roberts and Helen Meacham, at 412-456-6977 if you have any questions regarding internship opportunities at CCFHCC.