

**University of Missouri-Columbia
MPH Program
Sinclair School of Nursing**

INTERNSHIP DESCRIPTION FORM

Agency: Mother & Child Health Coalition (MCHC)
Kansas City

Department name: Safe Kids Metro KC

Overview of the program:

Safe Kids Metro KC program works with community partners to prevent accidental injury and death to children 19 and under by educating adults and children, creating safe environments, conducting research and advocating for effective laws.

Overview of the internship: Education & Outreach Safe Sleep Initiative Internship

The intern will provide assistance to the Safe Kids Metro KC Coordinator

- Provide education on Safe Sleep practices, available resources to clients with a demonstrated need
- Maintains inventory of cribs and other Safe Sleep materials (onesies, sleepers, literature)
- Completes a monthly report of crib distribution and provide crib receipts
- Must attend MCHC Safe Sleep Task Force and other City-wide meetings pertaining to Safe-Sleep
- Assist in the development and community education materials related to safe sleep as a preventive measure to infant/child loss
- Conduct provider and community-based safe sleep education talks
- Conduct outreach initiatives including exhibiting at community events and shadowing presentations within the community

Benefits of an Internship with MCHC:

- The intern will have numerous opportunities to learn about and network with over 200 health and social service agencies.
- The intern will learn about pressing issues facing the Kansas City metropolitan area and opportunities to address them on the local, regional and state level.
- The intern will meet with MCHC's partners and assist in regional and local initiatives in the area of infant mortality reductions within the scope of work within public health, health care, and/or workforce development
- The intern will learn about working with a nonprofit organization, and will learn about the culture of nonprofits.

Minimum Qualifications:

- Must be highly organized with the ability to multi-task and meet deadlines
- Well-developed interpersonal & communication skills
- Proficient in MS Word, Excel, Access, and Outlook
- Professional appearance and demeanor
- Customer service skills
- Ability to effectively gather information via telephone in a professional manner
- Ability to document appointment scheduling outcomes

- Familiarity with the prenatal/postpartum and newborn population
- Must have reliable transportation
- When are these positions offered?
 - Start date: **May 2016. however dates and hours are flexible to meet student's needs**
 - End date : **flexible to meet student's needs**
 - Hours required (internships are typically 360 hours total) **Approximately 360 hours**
- Location: On-site Vs Off-site: **2340 East Meyer Blvd., Ste 216 Kansas City MO 64132**
- Pay/ Stipend: **Unpaid**
- Travel? **Limited: Travel within the 5 county Kansas City Metro**
- Transportation – is a car required? **Yes**
- Housing – if outside of Columbia MO, is housing available? **No**
- Any additional qualifications needed?
- Application deadlines: **Ongoing**
- Contact information:

Susan McLoughlin. MSN. RN. CPNP. Executive Director 816-283-6242. ext. 253 or
Regina Weir. Safe Kids Metro KC Coordinator. ext. 244