



Office of Aging

BOARD OF COMMISSIONERS

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Internship Policy

Purpose Statement:

The purpose of this policy is to clearly define the application and acceptance process along with expectations for individuals seeking real-life experience at Centre County Office of Aging, through an internship. All individuals seeking an internship through Office of Aging must abide by all regulations and procedures set forth in this policy.

General Information:

Internship participation will not guarantee future employment; however, it may be considered as work experience in the application process should an individual choose to pursue an open position within Centre County Office of Aging upon successful completion of the program.

DISCLOSURES:

- Internships through the Centre County Office of Aging are unpaid.
- Internships are not guaranteed and may be terminated at any time, by request of the intern or Aging Director.
- Interns are required to have access to transportation to and from the internship site. Transportation costs are the responsibility of the intern.
- Interns will be trained under close supervision and oversight of Aging staff; however, at no time shall an intern replace or assume the role of an Aging Case Manager. Appropriate paperwork may be completed by interns but must be checked by a Care Manager upon completion.
- When available, interns may observe any and all trainings.

Prerequisites:

Individual must be 18 years or older AND have a high school diploma/GED in order to apply.

Requirements:

1. Individual must be a junior or senior working towards obtaining a Bachelor's Degree in sociology, social welfare, psychology, gerontology OR other related social sciences.
2. Individuals must provide proof a valid driver's license or photo ID.
3. Individual must submit to all background clearances, to include Pennsylvania State Police Criminal History and Pennsylvania Child Abuse History Clearance prior to beginning the internship.

Notification will be provided in time to complete the background requirements. All background clearances must be dated within one year of the internship start date.

Steps for applying for an internship:

1. Individual must read the "Internship Policy", and retrieve the "Internship Application" on our website:

(insert link for application)

2. Individual must complete the application and provide a resume, two letters of recommendation, and a copy of your current driver's license or ID to sjcorrigan@centrecountypa.gov and CC: qsburghfield@centrecountypa.gov.

Application Review Process:

Upon receipt, the internship application packet will be reviewed to determine if the applicant is appropriate for consideration.

- If applicant is appropriate, an interview will be scheduled via phone call and/or email.
- If applicant is not appropriate, a letter will be sent notifying candidate.

Interview Process:

Interview will be conducted, in person, by the Centre County Office of Aging staff.

Acceptance/Follow-Up:

Once an interview has been completed, all available documents and information will be reviewed to determine whether the applicant will be offered an internship.

1. If applicant is deemed acceptable for the program, he/she will be notified via phone or email and applicant will be provided a conditional offer letter.
2. Following receipt of the conditional offer letter the applicant must immediately initiate the background check process and have verifications prior to the date of orientation.

Orientation Requirements:

1. All accepted applicants must attend a mandatory scheduled orientation with Centre County Human Resources and then with Centre County Aging.
2. Applicant must bring valid ID or driver's license, Pennsylvania State Police background check and Child Abuse Clearances to orientation.

Orientation will include:

- Signing necessary documents
- Explaining expectations of internship
- Obtaining County Photo ID
- Answering any questions the student intern may have

Internship Application Checklist

- ✓ To Apply, You Must Provide:
- ✓ Application Completed in its Entirety
- ✓ Up-to-Date Resume
- ✓ First Letter of Recommendation
- ✓ Second Letter of Recommendation
- ✓ Driver's License / Photo ID

Upon Being Offered an Internship, You Must Obtain at Your Own Expense:

(All clearances must be dated within one year of internship start date)

1. *Criminal Background Check*
 - a. <https://epatch.state.pa.us/Home.jsp>. select on "Record Check", and select "New Record Check" at the top of the page. Follow the instructions on the website. The cost is \$22.00 payable by credit card. Please provide us with a copy of the "Certificate" page which has the Pennsylvania State Police Seal on it.
2. *Pennsylvania Child Abuse History Clearance*
 - a. <http://www.compass.state.pa.us/CWIS>