

February 18, 2020

Greetings!

On behalf of Alameda County, Health Care Services Agency, there is a “call for preceptors” for the Spring cohort of the “starting in March 2020, 5 more preceptors to host and/or mentor students are needed. We are reaching out in hopes that you can host a high school student for a semester! Please consider this opportunity to be part of our 6th Cohort of HCSA High School Interns, **Starting March 9th!**

Pick a Commitment:

1. Provide a project or responsibilities for an intern for **6 hours per week** OR
2. Allow an intern to shadow you for **3 hours per week**

Interns are trained on:

- Microsoft suite (Word, Excel, PPT, and Outlook)
- Communications (marketing materials, phones, and outreach)
- Research

The goal of the HCSA internship program is to serve **25 high school students** for an opportunity to gain experience in non-clinical/administrative health careers within the Health Care Services Agency.

The mentorship dates are **March 9, 2020-May 31, 2020**. *Details attached.*

Jennifer (2018 HCSA intern), shared:

“I will always remember all . . . the people who work [t]here, like the public health nurses that we got to talk to, how they s[hared] that they want to help their community and this is why they wanted to be nurses and why they wanted to be in the health career because they wanted to give back to the community they were from or where their parents were from.”

Remember that becoming a mentor and making a difference in the lives of students like Jennifer is essential for their growth and ours as an agency.

How it works:

1. Attend a 90-minute Preceptor Orientation (**By Appointment – Via Zoom or In person**)
2. Attend the Intern-Preceptor Match Day (**Feb 19th 3:30-5:00PM**)
**Preceptor must be present and/or find a representative from your team (3:30-5:00PM)*
3. Guide 1-2 high school students in completing a project/work of your choice for 6-8 hours per week

Who: Preceptors are either staff of any HCSA department (Admin/BHCS/PHD/EH) and/or HCSA subcontractor or community partner

Why:

1. Receive entry-level assistance from our trained college preparatory students
2. Complete a project to assist your work and/or your units efforts
3. Build to build up a successful, thriving health workforce!

Sign Up Today: If you are interested in being a preceptor, fill in your contact information on this form: <https://tinyurl.com/HCSAPreceptor>

Optional: Feel Free to connect with HCSA Pathway Partnership staff to set up a quick check in to answer any questions you may have before signing up.

(Program Manager, Sequoia Hall at (510) 618-2032, or sequoia.hall@acgov.org.)

Why Should You Participate?

This is a chance for high school students to explore and get a real “insider view” of what healthcare looks like in a county setting. It’s also our chance as industry professionals to “pay it forward” and guide a young person in our community who is considering a career in behavioral or other health care field. A long term goal of this internship is to support the next generation of healthcare professionals. As a mentor/preceptor, you are the foundational support needed to help these interns successfully bridge the gap from the classroom to the workplace. One of the intangible yet valuable benefits of having a young person in the workplace is that they are able to bring new purpose and passion to our work. Plus, tons of laughter and cross-generational learning!

Please don’t hesitate to reach out with questions. If you are interested in serving young people, we want to help make this do-able for you. For example: If you host a student and want to share their time among your unit for a wider breadth of experience, that would be great!

NOTE: Guided support is built in to help our preceptors. Technical support and check-ins will be available to you by Summer Internship Supervisors and staff. *Project ideas and a list of easy-to-do, work-based activities attached.*

Contact: HCSA Internship Supervisor, Sequoia Hall by email at sequoia.hall@acgov.org or phone at (510) 618-2032 and visit <http://www.achpp.org/overview> for additional information.

Attachments: Memo includes Timeline and Flyer, Program Overview

We hope to hear from you very soon!

Best,

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