



# NORTON SOUND HEALTH CORPORATION

## **Intern Program Application Packet**

*The Purpose or goal of the NSHC's Internship Program is to fill NSHC's management and clinical positions with local Natives.*

To apply for the Intern Program, you must meet the following guidelines:

1. Applicant must be a current NSHC employee with at least one year of continuous service or a current NSHC Scholarship recipient with work study experience, in good standing.
2. Applicant must be pursuing a degree at an accredited institution or an approved training program in a field, which meets NSHC prioritized needs.
3. Applicant must provide documentation that s/he is a Native member of a Bering Strait Regional tribe and intends to live in the Bering Strait Region.

Each application packet must be completed. To make the packet complete, you must submit the following to NSHC Education and Training Office by the appropriate deadline.

- Current NSHC Job Application (not a waiver) – complete.
- Intern Application – complete (if financial aid is needed for OJT students to attend courses, training sessions, etc. use a separate sheet including name of training, date, place, and cost)
- OJT Outline and Training Plan. (OJT only)
- If you are not pursuing a Health Care degree/training program, you must submit a letter explaining how the degree/training program is Health Care related.
- Three (3) letters of recommendation – not from family members
- Official Transcripts (mailed to NSHC – Scholarships from Schools).
- Letter of acceptance into the Health Care/Health Care related program. (only if attending a school)
- Verification of Enrollment – proof that you are registered in classes. (only if attending a school)
- Personal statement outlining your educational/professional development goals, why you want to be accepted in the Intern Program. List any extra-curricular activities, interests, hobbies, and community involvement.
- Resume (optional)

Guidelines:

- \* Must be accepted into an accredited two or four year academic program or have a specific OJT outline and training plan approved by the mentor. You must work with the mentor in determining outline and training plan.
- \* You must inform NSHC Education and Training Office of any changes with address, phone number, school, withdrawal from school, etc.
- \* You must maintain a GPA of 2.5 for both cumulative and semester GPA's. Failure to do so will place you on probation or drop you from the program.
- \* You must maintain a minimum of 12 credits for undergraduates and a minimum of 6 credits for graduates. Failure to do so will place you on probation or drop you from the program. (only if attending a school)
- \* Must be a high school graduate or successfully attained a GED.
- \* Continuing Applications must be submitted each semester to apply for continued funding. Deadlines for Continuing Applications are November 30 for Spring and April 30 for Fall. Continuing Applications will be mailed to you if we have your correct mailing address.

**Norton Sound Health Corporation**  
Criteria and Principles  
*Internship Program*

**Purpose:** The purpose or goal of the NSHC's Internship Program is to fill NSHC's management and clinical positions with local Natives. For that reason, every position at NSHC is to be considered a potential Internship position.

**Principles:** Each Internship position will be benefit to both NSHC and the Intern; each Internship must contribute to the success of NSHC and to the management stability.

Performance evaluations will be incorporated to provide feedback to the intern(s) and increase the likelihood of success.

Management Internship positions are mutually agreeable to the corporation, the Intern, and the manager who will be providing mentorship. The provision of mentorship to an intern shall be incorporated into the job description of each management position and this requirement will be discussed during the interview of any individual from outside of the region that is interviewed for any position.

While every effort will be made to maintain the initial focus of an intern agreement, NSHC reserves the right to redirect and or discontinue the Internship based on changing program needs and availability of funding by the Corporation.

The Internship program is not an entitlement program.

**Selection Criteria:**

- A) Intern(s) shall be highly motivated, posses a strong work ethic, have a good attitude. He/she shall demonstrate alignment with the corporate values, vision, and mission statements of the organization.
- B) Intern(s) shall have a long-term commitment to the region and will have demonstrated that he/she is a good role model in their communities.
- C) Intern(s) shall have a good, documented work history at NSHC and/or at other corporations.
- D) Intern(s) shall have a high likelihood of success, including, if appropriate, some preparatory college background and/or similar work experience and shall be willing and eligible to pursue additional education and/or other learning experience if the Intern Agreement warrants it.
- E) Intern(s) must be willing and able to sign an agreement that includes a payback provision and to comply with all NSHC Personnel Policies.
- F) Intern(s) shall have proof that they are from the Bering Strait Region (must verify that they are originally from here through direct lineage) and that they reside and intend to reside in the region.

**Candidate Pool:** The candidates for Intern(s) will be selected from:

- A) Current NSHC employees nominated by their supervisor, administration, or by request of an individual employee.
- B) NSHC scholarship recipients with NSHC work-study experience.

**Selection Process:** The Personnel Committee (Corporate Officers and Human Resource Director) will nominate from the above sources, evaluate and rank the candidates using the criteria, and make the final selection based on the above criteria. Testing, appropriate to the position, may be required in order to qualify for an internship position.

Potential Interns may be asked to meet the Scholarship Committee to highlight their future goals.

***Applications for the NSHC Internship Program must be submitted before the advertised deadline. Applications must be completed and returned to the Norton Sound Health Corporation Human Resources Department for consideration.***