



HILLTOWN COMMUNITY HEALTH CENTER

Externship Application

Hilltown Community Health Center

Date of Application: __/__/__

Thank you for your interest in applying for an externship at Hilltown Community Health Center. Hilltown Community Health Center, Inc. (HCHC) is a non-profit Federally Qualified Health Centers (FQHC) with the following sites: the Worthington Health Center, Huntington Health Center, John P. Musante Health Center in Amherst, Gateway School-Based Health Center located at Gateway Regional Middle/High School, and the Hilltown Community Center, in Huntington. The mission of HCHC is: “Creating access to high quality integrated health care and promoting well-being for individuals, families and our communities.” You can find more information regarding HCHC by clicking here: [Home - Hilltown Community Health Center \(hchcweb.org\)](http://Home - Hilltown Community Health Center (hchcweb.org))

Externship Details

Through an EOHHS Grant HCHC is offering paid externships for Community Health Workers (CHW), Medical Assistants (MA) and Registered Nurses (RN). Through these externships candidates will receive hands-on experience in a primary care setting. Students can choose the time and length of their externship, up to a total of 300 hours. Successful candidates will go through the onboarding process following HCHC’s Human Resources protocols and will be paid at the rate of \$16/hr for CHWs and Medical Assistants and \$25/hr for RNs. This externship does not include any fringe benefits. At the end of the externship the hiring manager will determine if an offer to hire will be extended, based on both performance and programmatic needs. If an offer to hire is extended and accepted, the candidate is eligible for sign-on bonuses.

Applications will be accepted on a rolling basis. Please submit the completed application to Dr. Debbie DiStefano at ddistefano@hchcweb.org. All candidates will receive notification of the status of their application.

Externship Desired

____ Community Health Worker

____ Medical Assistant

____ Registered Nurse

Preferred Location¹

____ Amherst

____ Huntington (Clinic, Gateway School, or Hilltown Community Center)

____ Worthington

Anticipated degree/program completion date:

Length of externship desired: ____ 4 weeks ____ 8 weeks ____ 12 weeks ____ 16 weeks

If a different length is desired, please list how long and why: _____

Preferred Time Period

____ Summer 2023

____ Fall 2023

____ Spring 2024

¹ All effort will be made to place the applicant at the desired location. However, this may not be possible due to programmatic needs. The position may require the externship to happen in a specific location.

PERSONAL INFORMATION

HCHC encourages all qualified persons to apply. We especially encourage applications from candidates from traditionally underserved communities. Some of the optional personal questions are included to provide a space for applicants to share their identities as completely as possible. Section 1 information is mandatory. Section 2 information is at your discretion. No candidate will receive less consideration for not answering the questions in Section 2.

Section 1

Name: _____

Address: _____

Phone Number: _____

Email: _____

Preferred method(s) of communication: Phone Call _____ Text _____ Email _____

I have the documentation necessary to work in the United States: Yes _____ No _____

Section 2 (optional)

Language Information

Do you have a home language that is not English? Yes _____ No _____

If yes, please list the language/s: _____

Please list any language not previously mentioned for which you have an Advanced Level usage. If this does not apply, simply put NA: _____

Self-Identification Information

Preferred Pronouns: _____

Preferred Name (if different from your legal name): _____

I self-identify as LGBTQIA+: Yes _____ No _____ Not sure _____ Prefer not to answer _____

Race

Please check the one with which you most identify

- _____ American Indian or Alaska Native
- _____ Asian
- _____ Black or African American
- _____ Mixed Race
- _____ Native Hawaiian or Other Pacific Islander
- _____ White
- _____ Unsure
- _____ Prefer not to answer

Ethnicity

- _____ I self-identify as Hispanic/Latino/Latine
- _____ I do not self-identify as Hispanic/Latino/Latine
- _____ Unsure
- _____ Prefer not to answer.

REFERENCES

Please provide the names and contact information of three professional references. These can be anyone who can speak to 1. your ability to perform the duties of the externship for which you are applying and 2) your ability to work in a culturally responsive manner with colleagues and clients.

1.

Name	Email	Phone Number

2.

Name	Email	Phone Number

3.

Name	Email	Phone Number

QUESTIONS

Please limit your response to 250 words for each question. You must answer each question to receive full consideration.

1. Explain your experience with the duties you would be performing during this externship.

- 2. As an FQHC Hilltown Community Health Center will turn no one away who needs care. What does this mean for those who work for an FQHC?**

- 3. HCHC's mission is "creating access to high quality integrated health care and promoting well-being for individuals, families and our communities." What does that mean to you?**

For Office Use Only

Reviewed by

1. _____
Name and Date Invite to interview? Yes___ No___ More Discussion _____

2. _____
Name and Date Invite to interview? Yes___ No___ More Discussion _____

3. _____
Name and Date Invite to interview? Yes___ No___ More Discussion _____