

Summer Student Helper

(Details & Questionnaire)

Purpose:

Student Helpers at CCHC are current high school students who will gain experience in a healthcare setting on their summer break. These positions will provide a positive learning experience to assist students on starting their career in a clinical or non-clinical role within the healthcare field.

Ideal Candidate:

- Local High School Students going into Junior Year (Workers Permit Guidelines in Appendix A)
- High School Students that have expressed interest in health sciences or healthcare facilities/administration.
- Strong recommendation from teacher/guidance counselor
- Will be required to go through interview process with departmental leader.

Dates of Employment: Summer (June – August)

Schedule Details: *Temp, 12/24 hrs. per week, Rot. Days, Occ. Weekends & Holidays (contingent on conversation with hiring manager)*

COMP: Minimum Wage (\$15.00/hr.)

Process for applying for a Student Helper position:

- Submit the following (3) items to CCHC Recruitment team: recruitment@capecodhealth.org
 1. Resume & cover letter outlining why you are interested in this opportunity.
 2. Teacher/Guidance Counselor Recommendation
 3. Student Questionnaire (outlined below)
- A CCHC Recruitment representative will be in contact with all selected candidates for the position.
- An in-person interview will be set up with the hiring manager.
- If selected, a job offer will be provided, and new hire onboarding will commence.
 - MA Workers Permit documentation
 - A parent/guardian must be present when you come in for all new hire clearance appointments.

Note: CCHC only has a select number of positions available, therefore be sure to send the information outlined above in early for consideration.

If you have any questions, please contact the CCHC HR Recruitment Department at:

P: 508-862-5186

E: recruitment@capecodhealth.org



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HEALTHCARE

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Available Departments:

Entity	Department	Tasks	Schedule	
CCH	ED/Med Surg/Rad	Stocking Transport Audits falls Entertainment, play cards, color Set up MyChart for patients	Errands for the lab Sterile Process Run Rounding cart audits Hand hygiene JC check list	M-F 9a-3p
CCH	Pharmacy	Checking outdates Assist with unit dosing oral solids Iv therapy delivery	Basic tidying up Observation on deliveries	Anytime
CCH	Nutrition/Environmental Services	Paperwork and filing Clean Linen Distribution	Cash Registers Admin assistance	8a-4p
CCH	Rehab	Assist MBS and FEES set up Create Educ Materials Stocking Observation of clinical staff	Complete Research on pt dx Admin duties, including: copies of handouts	8a-4p
CCH	CVPA/OR/PACU	Clean room Assist nurses with patient turn Clean/make new stretchers Food/beverage	Run specimens to lab Made Patient belonging bags Transport	7a-3:30p
FH	ED/Med Surg	Stocking Transport	Errands for the lab Sterile Process run	M-F
FH	OR/PACU	Tidying up OR Suites Learning about general flow of OR	Work along with OR Aides General Housekeeping duties	M-F 12p-6a
MACC	PCP & Specialty	Assist with Faxes Explaining to Patients about	Welcome iPads Exam Room Turn over	8a-4p
VNA	Admin (S. Dennis)	Misc. admin duties	Working hand in hand with managers.	8a-4p

MA Workers Permit Guidelines:

<p>14 & 15 Year Old's:</p> <ul style="list-style-type: none"> • Worker's Permit must be completed • Physicians Certificate of Health is required • Permitted to work: <ul style="list-style-type: none"> ○ During School Year: <ul style="list-style-type: none"> • Only between 7 a.m. and 7 p.m. during the school year (Not during school hours) • Maximum Hours: 18 hours a week • 3 hours a day on school days • 8 hours a day on Sat/Sun/Holidays • 6 days a week max. ○ During the Summer (July 1 - Labor Day): <ul style="list-style-type: none"> • Only between 7 a.m. and 9 p.m. • Maximum Hours: 40/week • 8 hours a day • 6 days a week 	<p>16 & 17 Year Old's:</p> <ul style="list-style-type: none"> • Worker's Permit must be completed • Only between 6 a.m. and 10 p.m. (on nights preceding a regularly scheduled school day) – if the establishment stops serving clients or customers at 10:00 p.m., the minor may be employed until 10:15 p.m. • Only between 6 a.m. and 11:30 p.m. (on nights not preceding a regularly scheduled school day). • NOT CCHC: Exception for restaurants and racetracks: only between 6 a.m. and 12:00 midnight (on nights not preceding a regularly scheduled school day). • Permitted to work – Whether or Not School is in Session: <ul style="list-style-type: none"> ○ 48 hours a week ○ 9 hours a day ○ 6 days a week
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Student Questionnaire:

Why do you want to work in healthcare?
What are your career goals?

Are you interested in working in a hospital?	Yes	No
Are you interested in working in a doctor’s office?	Yes	No
Are you interested in working in a home healthcare setting?	Yes	No

Do you like administrative/office work?	Yes	No
Do you want to work with patients?	Yes	No
Do you have an interest in food service/housekeeping?	Yes	No

Circle the days of the week that you are interested in working with us.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
How many hours per week are you interested in working?							

Rank your interests from 1-7, in the departments below. (1 being the most interested)	
_____	Emergency Room/ Medical Surgical Nursing Floors/Radiology
_____	PACU/Operating Room
_____	Outpatient Services (Physician PCP & Specialty)
_____	Rehab
_____	Pharmacy
_____	Food Service & Housekeeping
_____	Administrative Duties

