

INTERNSHIP OPPORTUNITIES AT STERLING PRESBYTERIAN MANOR: All positions offer the opportunity of a lifetime to gain valuable experience in a career field of your interest. The length of time and the schedule involved in the internship can be customized to meet the needs of each individual student and can accommodate the existing class schedule of the student. All internships are **non-paid** positions. Please contact Michael Rajewski, Executive Director, at 620-278-3651 or email at mrajewski@pmma.org for more information.

ADMINISTRATION/MANAGEMENT: Learn how to manage time, multitask, budget, and write reports. Gain experience in the day-to-day operations of an independent living and healthcare campus for senior Christian living. Plan, organize, implement, and evaluate specific projects related to the operation of a healthcare business.

SOCIAL SERVICES/ACTIVITIES: Work with existing staff on meeting the social and recreational needs of senior living residents. Learn how to do client interviews, activity programs, and how to meet individual needs of the residents and their families. Plan, organize, implement, and evaluate a specific project or program to benefit the elderly.

MARKETING/DEVELOPMENT: Work closely with the Marketing Director in the operation of a successful referral program. Learn techniques in how to appropriately and correctly market the independent living and healthcare campus. Learn how to develop and manage potential referrals. Plan, organize, implement, and evaluate specific marketing events.

PASTORAL CARE: Learn how to meet the spiritual needs of seniors of all faiths living in a Christian environment. Work with the manor chaplain on programs of spiritual well-being, death & dying, bible study, and various other chaplain services. Plan, organize, implement, and evaluate specific worship service programs for residents who are unable to attend church in the community.

HEALTHCARE/MEDICAL RECORDS: Learn about the various aspects of providing direct care to frail elderly. Work with nursing staff and medical records staff to learn and assist with the various tasks of scheduling, quality improvement, restorative, documentation, and activities of daily living. Become familiar with a comprehensive medical records system.

ENVIRONMENTAL SERVICES AND DINING SERVICES: Gain valuable experience in the day-to-day management and operation of a specific department from the ground up of providing direct services in your area of interest to working with management to learn all aspects of operating the department. Plan, organize, implement, and evaluate specific projects related to the operation of the department. Opportunities exist in maintenance, grounds keeping, housekeeping/laundry, and dining services.