The **Community Action Agency of Somerville (CAAS)**, a private non-profit agency incorporated in 1981, is the legally designated anti-poverty agency for Somerville. The mission of CAAS is to reduce poverty among local families and individuals while working to counteract, and whenever possible, eliminate, the societal conditions that cause and perpetuate poverty. Our programs include Homelessness Prevention and Head Start, which provides pre-school education to eligible children in Cambridge and Somerville in fifteen classrooms. The Health Intern works with Health Services staff to aid in meeting the health care needs of children and families enrolled in our program.

**Duties may include:**

- Developing interventions for administrative and educational staff which encourage a culture of health and wellness.
- Developing and participating in parent health and nutrition education groups.
- Observing the routine health screenings (height, weight, vision, hearing) of children for health issues.
- Creating provider lists to use when referring to local social/community service agencies.
- Assisting in the preparation of health displays and presentations.
- Reviewing records to answer requests for information; maintaining filing systems.
- Keeping inventory of health supplies.
- Coordinating meetings for the CAAS Head Start Health/Safety Advisory Committee.
- Creating a Health-related newsletter for parents and staff.
- Reporting in writing observations, findings, conclusions and recommendations of the state of the CAAS Health Services program.

**Qualifications:**

- Knowledge of relevant health, dental and immunization issues and topics.
- Working knowledge of Microsoft Office including Excel, Word, PowerPoint, and Outlook.
- Prior experience developing and facilitating trainings and/or educational sessions.
- Ability to work in a fast-paced environment; detail-oriented; able to work independently.
- Able to maintain confidentiality.
- Candidate must be a degree-seeking student at an accredited college or university.

**Preferred Skills and Attributes:**

- Familiarity with Head Start and/or the Health and Human Service Industry, including public health, mental health, child development and early intervention areas.
- Prior experience working in program development and/or project coordination.
- Experience and comfort working with multicultural, low income, food insecure populations.
• Bengali, Spanish, and/or Portuguese language skills.

**Special Requirements:**

Selected candidate will be required to successfully clear a background check. TB screens are required upon employment.

Interested candidates should send cover letters and resumes to: igrogan@caasomerville.org

4/10/17