

# PHOTOJOURNALIST INTERNSHIP



*Celebrating 35 Years*  
 **Care Alliance**  
Health Center  
Care for you. Care for me. Care for all.

## CARE ALLIANCE HEALTH CENTER HISTORY

In the mid-1980s, in response to a rapidly growing homeless population nationwide, a Robert Wood Johnson Foundation and Pew Charitable Trust funded initiative was launched to demonstrate a new way of reaching out to this population – through health care. In 1985, under the umbrella of the Federation for Community Planning (now the Center for Community Solutions), Care Alliance first emerged as “Cleveland Health Care for the Homeless.” Care Alliance was one of the original 19 Health Care for the Homeless pilot projects nationwide.

In 1993, Care Alliance became an independent, nonprofit organization. As a Federally Qualified Health Center (FQHC), Care Alliance receives funding from the federal government to provide health care and supportive services specifically to individuals experiencing homelessness. In 1998, Care Alliance broadened its focuses to serve another extremely high-risk group for health disparities, individuals living in and around public housing. Since then, Care Alliance has continued to grow to meet the needs of our community by launching health care services to individuals living with HIV/AIDS (2000) and adding dental services (2002).

Today, Care Alliance is an integral member of the safety net as the leading provider of high quality medical and dental services to our target populations. Care Alliance is a Level Three Patient-Centered Medical Home (PCMH), as recognized by the National Committee for Quality Assurance. In addition to playing a major role in the safety net, Care Alliance also provides a benefit to the Cleveland community at large by reducing the overall financial burden to taxpayers through a more cost-effective method of care to the uninsured. Care Alliance is proud to count itself as an FQHC; collectively these centers are estimated to save the health care system \$24 billion annually by preventing unnecessary emergency room visits for low-income individuals.

### Care Alliance Mission:

*Our mission is to provide high-quality, comprehensive medical and dental care, patient advocacy and related services to people who need them most, regardless of their ability to pay.*



### Locations:

1530 St. Clair Avenue, Cleveland, OH 44114  
2916 Central Avenue, Cleveland, OH 44115  
6001 Woodland Avenue, Cleveland, OH 44120  
1795 W. 25<sup>th</sup> Street, 2<sup>nd</sup> Floor, Cleveland, OH 44113

[communications@carealliance.org](mailto:communications@carealliance.org) | [www.carealliance.org](http://www.carealliance.org) | 216.535.9100

# PHOTJOURNALIST INTERNSHIP

## Intern Summary

The Photojournalist Internship is a 16-week program that gives students the opportunity to assist Care Alliance Health Center's (CAHC) External Affairs Team with capturing images, videos, and/or stories to highlight Care Alliances' interaction with the community. The Photojournalist Intern will also assist in curating digital content for advertisement, training, and social media.

## Time Commitment

Most of our activities happen between the hours of 8AM and 4:30PM, Monday through Friday. There are occasionally weekend and evening events. All interns are required to serve at least 4-8 hours per week.

## Responsibilities

- Manage/organize photo database
- Capture images for marketing material
- Create videos that capture CAHC's involvement with the community
- Assist department with creation of social media content
- Edit content in Adobe Photoshop, Lightroom, and/or Premiere
- Recruit potential interviewees to share relationship with Care Alliance
- Write articles regarding patient's and/or staff's relationship with Care Alliance
- Plan and execute photoshoots and video productions
- Integrate current partnership with St. Ignatius to obtain content from efforts done by the students through school homeless initiative.

## Education and Experience

*The best candidate will have experience in the following:*

- Major in Photography, Videography, and/or Journalism
- Event, Portrait, and outdoor photography
- Recording and editing Videos
- Natural and artificial lighting techniques
- Sound editing
- Interviewing candidates
- Writing articles

## Requirements

- Be at least 18 years or older
- Have a high school diploma or GED
- Have reliable transportation

- Have good verbal and written communication skills
- Ability to work in a diverse and changing environment
- Proficient in Microsoft Word, Excel, and PowerPoint
- Knowledge of Adobe Photoshop, Lightroom, and Premiere
- Must provide own equipment

### Preferred

- Experience with Adobe Audition and Aftereffects

### Other Responsibilities

- Bi-weekly Logs – A record of all intern activities are kept on file at Care Alliance. Because of this, Interns are required to submit a bi-weekly log of all activities every two weeks.
- Meetings – Interns may be required to attend External Affairs Team meetings.
- Absence – Interns must notify a supervisor at least 24 hours prior to an anticipated absence or tardiness. More than 3 unexcused absences will result in the removal from the program.

### Internship Project

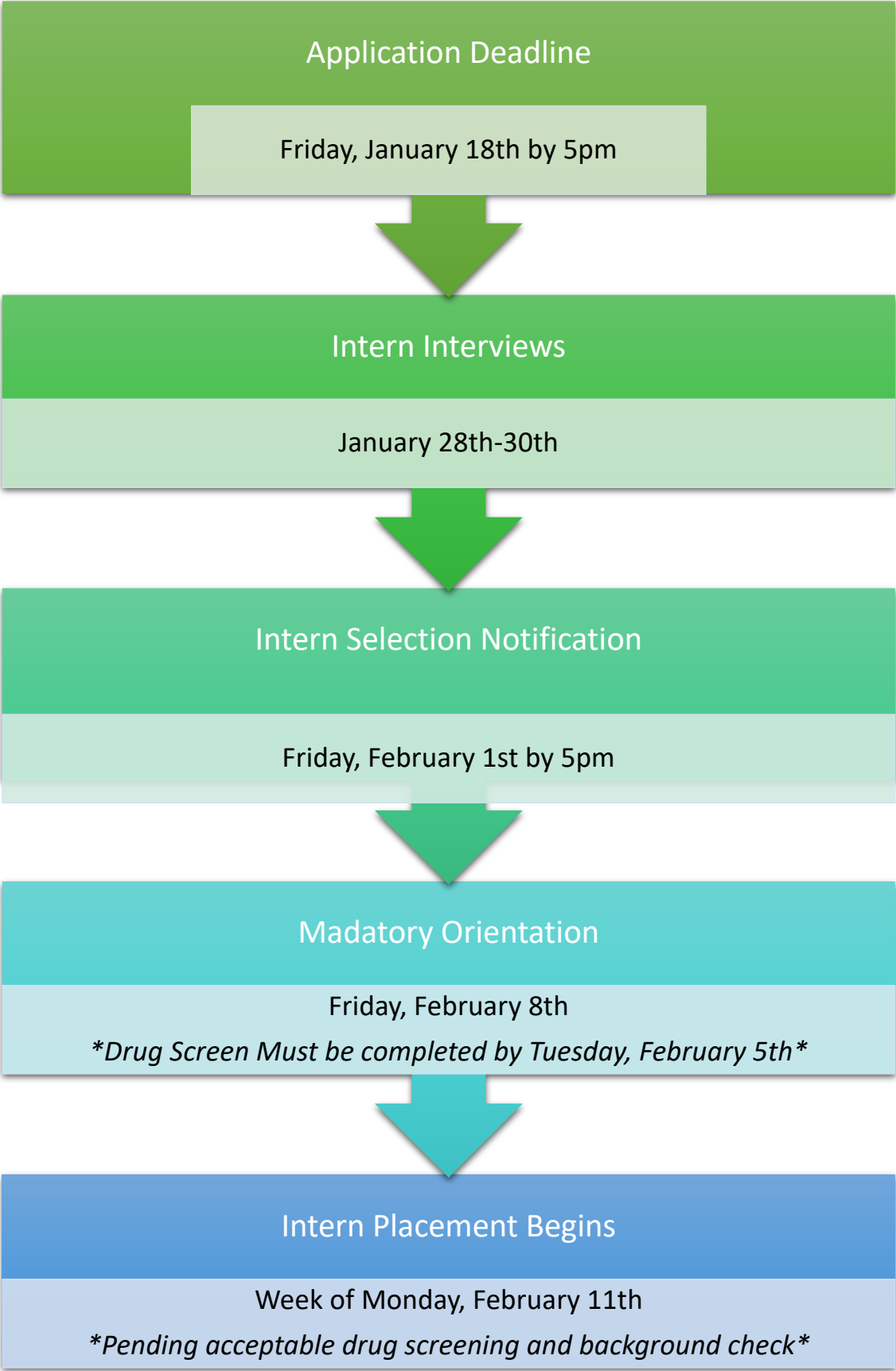
At the end of each month, Interns must present projects that displays Care Alliance's involvement with the community and/or staff. Interns are responsible for the planning and development of such content with guidance from the supervisor as needed.

### Application Process

In order to be considered for an Internship position with the External Affairs team, individuals must submit the following documents:

- **Resume**
- **Care Alliance Health Center Volunteer Application**
- **Supplemental Questionnaire** (*See Pages 7 & 8 of this packet*)

The above items must be received by **Friday, January 18, 2018 at 5PM**. Incomplete applications will not be considered. All applications must be emailed to [ajames@carealliance.org](mailto:ajames@carealliance.org) by the deadline. Please **DO NOT** mail, fax, or drop off application materials.



## Photojournalist Intern Pre-Screening Questionnaire

*Please respond to the following questions in 500 words or less. You may type your answers on a separate sheet instead of using this form, if desired.*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

1) How did you develop an interest in photography and or journalism?

2) How do you as a photographer make sure that the person, thing, or landscape you want to shoot looks the way you want it to?

3) Have you ever conducted an interview? If so, please describe.

4) Please describe a time in your life when you displayed commitment during a challenging situation.

*Complete and submit this form with your Care Alliance Intern-Volunteer Application.*

## Frequently Asked Questions

**Q. Is parking free at every site?**

A. Most of our sites have free parking on-site; however, our St. Clair location has a paid lot and metered street parking. As a Care Alliance volunteer, you can be reimbursed for parking with appropriate documentation and supervisor approval.

**Q. What is the dress code?**

A. Care Alliance subscribes to a business casual dress code; however, during evening and weekend events, casual dress, within reason, is permitted. Furthermore, every Friday, across all Care Alliance clinics, jeans and t-shirts are permitted.

**Q. What do you mean by “Reliable Transportation” as a requirement?**

A. The External Affairs Team is always on the go. Because of this, members of our team need to be able to move fluidly from one site to another within short spans of time. Having a car is not necessarily a requirement but, based on prior experiences with staff and volunteers, public transportation is not typically behooving for those who work in outreach.

**Q. I’m in school and I have a job, will I still be able to participate in this program?**

A. We understand that many of our volunteers are balancing several responsibilities while participating in this program. The schedule is created based on the availability you provide in your application packet. All Interns are required to serve for at least 4-8 hours per week. It may be difficult for those with fluctuating schedules to commit to this program, since the schedule is made upon initial selection of the volunteer cohort. When unforeseen conflicts arise, it will be important for you to notify your supervisor about an absence at least 24 hours in advance.

**Q. My friend wants to come and sit with me while I volunteer. Is this okay?**

A. No. For security reasons, only those scheduled and cleared by Care Alliance should be at a site, unless otherwise approved by the supervisor.

**Q. If I Intern here, will I definitely get hired on as a full time staff member at Care Alliance?**

A. There is no guarantee that you will be offered a paid position at Care Alliance following your volunteer tenure. In the case that you do apply for an open position, you will have a foot in the door with the organization. Furthermore, we are willing to serve as professional references for you upon request!