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Project Dana Student Practical Education

Summary:

The student practical education program is for students who are seeking to gain experience in a non-profit workplace such as Project Dana. The student may be from various fields of studies and will be tasked with duties that will allow them to experience the workplace setting and gain various skills that they may apply to future professional opportunities. Among the tasks are administrative duties, data and analysis, shadowing, and learning how coordinators run the organization and their respective programs. Students who are in higher level education can be tasked with higher degrees of responsibilities such as learning counseling and leading support group sessions.

Responsibilities:

- Administrative office responsibilities such as monitoring calls, intake, and file management.
- Research on community resources and present findings to staff and volunteers.
- Assisting coordinators in respective program activities.
- Shadowing and training under coordinators.
- Involvement in planning and execution of program activities.

Requirements:

- A student currently attending a relevant curriculum.
- An interest in gerontology, aging, and caregiving.
- Mature and responsible.
- Ability to manage stress and remain professional under pressure.
- Excellent verbal and written communication skills.
- Proficiency in technology and programs such as Google workspace, Microsoft Office, and Zoom.

About Project Dana:

Project Dana's mission is to provide compassionate support and services to Hawai'i's Kupuna and their caregivers. The Project has been serving for over 30 years and operates through various locations. Programs include the Caring for the Caregiver program, Fall Prevention program, and Support Services for Kupuna. We have three staff members that have master's degrees in public health or social work as well as dedicated staff members who have been working with Project Dana programs for over 10 years.

Interested students and instructors who would like to partner with Project Dana may call (808)945-3736 or email at info@projectdana.org.