

Deaconess Illinois Summer Program

Explore a career
in healthcare and
EARN while
you **LEARN!**



Thinking about a career in healthcare?

High school graduates and young adults have an opportunity to work as paid interns this summer at Deaconess Illinois in Mt. Vernon through Man-Tra-Con's Work Experience Program. Students will earn **\$15.00 per hour**, working 15–20 hours per week during the 6-week program period. Areas include:

- HRS: Admitting/HIMS
- Information Technology
- Respiratory Therapy
- Imaging
- Scrub Tech or Sterile Processing
- Emergency Management
- Infection Prevention/Quality

After the summer program ends, a Man-Tra-Con Career Specialist can help you plan a career path in healthcare and may be able to offer financial assistance for additional training.

Interested?

Find out if you are
eligible, call Dana Marlow
at 618-998-0970,
ext. 221, TODAY!

Information regarding the funding source of workforce grants awarded by the Illinois Department of Commerce and Economic Opportunity using federal funds from the United States Department of Labor can be found at this link: <https://www.illinoisworknet.com/fundinginformation>

Man-Tra-Con Corporation is a proud member of the American Job Center network, and an Illinois workNet partner. Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities. For those who do not use traditional print this information is available electronically. For specific access information please contact (Voice) 618-998-0970, ext. 215, (TTY Video Phone) 618-364-8133, or TammyKirk@mantracon.org.



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Work Experience Program Job Descriptions

■ HRS: Admitting/HIMS

The high school student observer will gain exposure to the daily operations of Billing, Coding, and Human Resources Services (HRS). While observing staff in these departments, the student will learn how patient and insurance bills are processed and managed correctly. Responsibilities observed may include checking charges, sending bills, following up on payments, processing refunds, reviewing contract differences, and posting payments for hospital, professional, and compensation center accounts. The student will observe only and will not perform job duties independently.

■ Information Technology

The high school student will gain exposure to how hospital technology systems and medical devices are set up, tested, updated, and supported to help healthcare staff provide patient care efficiently and safely. The student will observe how technology specialists troubleshoot technical issues, communicate with healthcare employees, manage projects, and pay close attention to detail while maintaining important computer applications and equipment used throughout the hospital.

■ Respiratory Therapy

The high school student will gain exposure to how respiratory therapists help care for patients with breathing and heart-related conditions. The student will observe how therapists use specialized equipment, provide treatments such as oxygen therapy, and work with healthcare teams during patient care. The student will also learn about patient education, emergency response, and the important role respiratory therapists play in hospitals and other healthcare settings.

■ Imaging

The high school student will gain exposure to how imaging and cardiovascular specialists use advanced medical equipment to help diagnose and treat patients. The student will observe procedures such as CT scans, ultrasound imaging, and specialized heart and vascular treatments while learning about patient safety, teamwork, sterile techniques, and the use of hospital computer systems. The student will also see how healthcare professionals support daily operations by assisting physicians, educating patients and families, maintaining equipment and supplies, and helping ensure quality patient care.

■ Scrub Tech or Sterile Processing

The high school student will gain exposure to how surgical and sterile processing teams prepare medical instruments, equipment, and operating rooms to support safe patient care. The student will observe how healthcare professionals maintain sterile environments, assist during surgical procedures, organize supplies, and work together to ensure operating rooms run smoothly and safely. The student will also learn about infection control, teamwork, patient safety practices, and the important behind-the-scenes responsibilities that support surgery and hospital operations.

■ Emergency Management

The high school student will gain exposure to how hospitals maintain a safe physical environment for patients, staff, and visitors through safety checks, emergency planning, and compliance with healthcare regulations. The student will observe how coordinators identify and address safety hazards, help prepare for emergencies such as fires or disasters, and support training and drills that keep staff ready to respond. The student will also learn how hospitals collaborate with internal teams and outside agencies to improve safety, manage risks, and ensure a secure and well-maintained care environment. The student will additionally observe functions such as conducting safety rounds, maintaining compliance documentation, developing emergency response plans, coordinating workplace violence prevention efforts, managing emergency supplies, and delivering safety and preparedness training to staff.

■ Infection Prevention/Quality

The high school student will gain exposure to how healthcare professionals help prevent infections and improve patient safety throughout the hospital. The student will observe how staff monitor infection risks, follow safety guidelines, analyze healthcare quality data, and work with hospital departments to support high standards of care. The student will also learn about teamwork, public health practices, and the importance of maintaining quality and safety in a healthcare environment. The experience will provide insight into how hospitals use policies, data, and collaboration to protect both patients and healthcare workers.