

Hidalgo County Health and Human Services Department



Title of Internship:

Public Health Intern (*one position available*)

Work Location:

Hidalgo County Health and Human Services Department (HCHHSD)
1304 S. 25th Ave. Edinburg, TX

Part Time: 10-35 hours per week (unpaid)

Work days M-F, between 8:00am-5:00pm, depending on applicant's availability

Introduction:

Hidalgo County Health and Human Services (HCHHS) is seeking applicants for the Public Health Intern position, whom will complete a one semester appointment at Hidalgo County Health and Human Services. This one-semester appointment is an unfunded practicum experience for graduate or undergraduate students in good academic standing from schools of public health, or related fields of study.

The intern will have frequent contact with HCHHSD public health experts in the various fields of Public Health. With this internship, the candidate will gain knowledge of Public Health systems, the application of Projects, Education, and a comprehensive understanding of Public Health within the community. The intern will have an opportunity to participate in training and development activities at HCHHSD that may include:

- Orientation to HCHHSD and government office work
- Attendance to available seminars/webinars, meetings, and conferences
- Shadowing HCHHSD Public Health Staff
- Participation in Public Health-Projects

Program Objectives

The Public Health Preparedness Internship Program at HCHHSD is designed to align with the Hidalgo County's goals and missions, as well as support the individual intern's progress toward a career in public health. To this end the program will:

- (1) Develop the public health workforce
- (2) Strengthen HCHHSD's partnership with schools of public health and the pipeline of public health and health-related professionals
- (3) Orient the future public health workforce to HCHHSD mission, programs, and leadership

Description of Duties

Although specific projects of the Public Health Intern will depend on initiatives within the office of placement during the intern's appointment, the following list provides an idea of the scope and breadth of the intern's work at HCHHSD:

- Participate and work on a variety of Public Health Projects and Grants
- Assist, create, and distribute Public Health Education
- Training on the Health Insurance Portability and Accountability Act (HIPAA)
- Other duties may occur as assigned

Qualifications:

Graduate Student (MPH, MS, etc.) Preferred, GPA of 3.0 or higher (transcript may be requested)
Background in Public Health, Public Administration, or Health Policy/Management is a plus.

Application Process:

- Applications should be emailed to: epi@hchd.org (The subject line of your e-mail should read "Public Health Internship Program".)
- Attach the following items to your electronic message:
 1. A completed application
 2. An up-to-date resume
 3. A brief personal statement (500 words or less)

Applications are accepted throughout the year. Upon review, an interview may be arranged, depending on whether the position has already been filled for the semester. For additional information or questions, contact: epi@hchd.org