

Hidalgo County Health and Human Services Department Public Health Emergency Preparedness (PHEP)



Title of Internship:

Public Health Emergency Preparedness Planning 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 is seeking applicants for a Public Health Emergency Preparedness (PHEP) Planning Intern. 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 PHEP internship is an opportunity for growth and development as a public health practitioner. The intern will have daily contact with public health experts while learning about public health systems (local, regional, state and national); public health emergency planning protocols, and the coordination of public health teams with other emergency first responders in the community.

The intern will participate in development activities to include:

- Orientation to HCHHSD and its official public health functions
- Attendance at annual local conference, seminars or webinars
- Training on various emergency courses: HIPAA, Needle Sticks & Splashes, Incident Command

Program Objectives:

The PHEP internship is designed to support a student's progress toward a career in public health. The program also serves other long-term goals of the County Health department by:

- (1) Helping to develop a local workforce, skilled and trained in public health
- (2) Strengthening ongoing partnerships with local and regional schools of public health
- (3) Keeping the healthcare community informed on HCHHSD's mission and public health challenges

Description of Duties:

The PHEP intern will receive assignments related to ongoing public health projects. In the event of a public health emergency, the intern may be called upon to assist with documentation, follow-up communications, or other "in-house" activities as assigned. General weekly assignments may include:

- Assisting the Public Health Planner and/or Strategic National Stockpile Coordinator
- Developing educational materials about Public Health Emergency Preparedness (PHEP)
- Updating portions of HCHHSD's Health and Medical Plan (called the Annex H)
- Preparation for the 2019 South Texas All Hazards Conference held in March 2019

Qualifications:

Graduate Student (MPH, MS, etc.) preferred with a GPA of 3.0 or higher (transcript may be requested)

*Background in Emergency Preparedness will be 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