Graduate General Public Health Internship

Position Summary

The Generalist Public Health Intern provides administrative and programmatic support to the Department of Health and Human Services; which focuses on has a broad mandate to provide population based care, health education and preventive programs and environmental health services. The programs of the department are: Citizens with Disabilities; Community Health Nursing; Environmental; Health Education; Health Services for the Homeless; Maternal, Infant and Child Health; Mediation; Tobacco Control; Oral Health; and Office of Preparedness and Response, Substance Abuse Prevention Services, Mass in Motion, 1422.

Work is performed under supervision from the Deputy Commissioner and program staff. No supervision is exercised over other employees. The intern will work between 10-15 hours a week. This is an unpaid internship that will begin in the fall academic semester.

Duties and Responsibilities

- Assist with training exercises and drills.
- Assist the office director with preparedness research.
- Work with the staff to provide health and human services.
- Research current and updated protocols.
- Assist with the development of policies and procedures.
- Assist in the evaluation of programs and new curricula.
- Assist with other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work in community oriented organizations, especially the ability to work with diverse, ethnic, cultural, and socio-economic groups.
- General knowledge of public health and human studies.
- Willingness to take a leadership role within training settings.
- General knowledge of evaluating the effectiveness of programs and curricula.
- Ability to exercise sound judgment.
- Ability to work in an accurate and timely manner.
- Excellent writing, editing, and oral communication skills.
- Good interpersonal skills.
- Ability to prioritize and meet deadlines.

Education

- Student currently pursuing a Graduate degree in public health, health policy health education, or a related field.
- Undergraduate senior pursuing a Bachelor's degree in public health, health education, or a related field.

To apply: Please submit your letter of interest and resume to Soloe Dennis at SDennis@springfieldcityhall.com.