

Internship Title: CCHB Intern		Preceptor Name, Title: Bradley Wilhite, CCHB Coordinator	
Location (City/Region): Austin	Division, Program: Community Health Improvement Division, Obesity Prevention Program		In Person: <input checked="" type="checkbox"/> None <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Fully
Brief Description			
Under supervision of the Clinical Community Health Bridge (CCHB) Coordinator, the CCHB Intern will gain experience in working with communities across Texas to improve nutrition, physical activity, chronic disease self-management education, and access to quality healthcare. Intern responsibilities will include researching and providing technical assistance to CCHB contractors, assisting with preparation for contractor meetings, and collaborating with the CCHB Coordinator to improve CCHB reporting processes. Internship term projects will provide opportunities for the CCHB Intern to develop practical skills in grant reporting and workplan development.			
Hours/Week: <input type="checkbox"/> 5 - 10 <input checked="" type="checkbox"/> 10 - 15 <input type="checkbox"/> 15 - 20 <input type="checkbox"/> Variable		Preferred Academic Level: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input checked="" type="checkbox"/> No Preference	

Disciplines

<input type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input type="checkbox"/> Communication/Marketing	<input type="checkbox"/> Program Evaluation	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	<input type="checkbox"/>
<input type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Click or tap here to enter text.	

Internship Details

Intern Activities
<ul style="list-style-type: none"> Conduct research on technical assistance topics commonly requested by contractors and assist CCHB coordinator in providing TA to contractors during 1-1 calls and CCHB all-contractor meetings. Assist CCHB Coordinator in all-contractor meeting preparation efforts by preparing meeting agendas, identifying key topics for discussion, and brainstorming potential solutions to overcome barriers faced by contractors.

- Work collaboratively with the CCHB Coordinator to develop standardized improvements to reporting practices for contractors under the CCHB program.

Intern Deliverables

- Draft a new success story template for CCHB contractors, incorporating improved standards of practice developed in collaboration with the CCHB coordinator.
- Draft a new workplan template for CCHB contractors, incorporating improved standards of practice developed in collaboration with the CCHB coordinator.
- Assist CCHB coordinator with development of a “menu” of new program activities and example action steps that can be provided to contracting agencies to implement in the next programmatic fiscal year.

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

Applicant Qualifications

Required	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Bachelor’s Degree
Any other skills required (soft or technical) Click or tap here to enter text.	
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications Click or tap here to enter text.
	Academic Level Master’s Degree obtained or actively pursuing a Master’s Degree in public health or a related field
Any other skills required (soft or technical) Click or tap here to enter text.	

Application Instructions

Qualified and interested applicants must complete and submit the following items on the Survey Monkey [application](#):

<input checked="" type="checkbox"/> Survey Monkey Application	<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> Other documents: Click or tap here to enter text.
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	

Contact Information for Inquiries

Contact Name and Information	Name: Craig Gilden Credentials: MEd Title: Education Coordinator Email: internships@dshs.texas.gov
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