

Internship Title:

Public Health Emergency Preparedness Planner

Internship Location:

Austin - DSHS Main Campus (G-building, 4th Floor).
In-Person and Virtual. In-Person on Wednesdays and
Telework all other days.

Preceptor Name and Title:

Danielle Rice
Preparedness Branch Manager

Brief Description

Understand the essential functions of the Center for Health Emergency Preparedness and Response and how the Center supports the agency. Understand the DSHS Preparedness and Response Framework. Apply knowledge of the framework to the review and revision of DSHS Operational Documents and Threat and Hazard Response Guides. Organize, schedule and lead meetings with DSHS Divisions for input on preparedness and response documents.

**Approximate Total
Weekly Hours:**
20

Paid:

☐ Yes
☒ No

DSHS Division:
Regional and Local
Health Operations

Program:

Center for Health
Emergency Preparedness
and Response

Disciplines of Public Health

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input type="checkbox"/> Health Communication	<input type="checkbox"/> Program Planning	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Research	<input type="checkbox"/> Program Evaluation
<input type="checkbox"/> Policy Analysis and Development	<input checked="" type="checkbox"/> Other: Public Health Emergency Preparedness	

Internship Details

Intern Activities

- Meet with all CHEPR teams for an understanding of the Center mission and how each team contributes to the mission
- Participate in all Preparedness Branch monthly meetings and individual team meetings for awareness of current projects the Branch is working on
- Coordinate with the Preparedness Branch Manager and Planning Team Lead to revise, update, and finalize multiple Threat and Hazard Response Guides.
- Coordinate with the Preparedness Branch Manager and Planning Team Lead to lead the update and revision to a DSHS Preparedness and Response Annex

Intern Deliverables

- Finalized Threat and Hazard Response Guide

- Partially Revised Annex

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 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 High School Diploma
Any other skills required (soft or technical) Skills in effective written and oral communication. Skills in organizing, prioritizing workload, and meeting deadlines. Skills in managing and tracking multiple projects.	
Preferred	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Word <input 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 Click or tap here to enter text.
	Academic Level Click or tap here to enter text.
Any other skills required (soft or technical) Skill in writing strategic and/or operational plans. Skills in developing, implementing, and evaluating complex plans. Skills in problem identification, analysis, and resolution. Ability to establish goals and objectives. Ability to plan and conduct effective meetings.	

Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Letter of Interest	<input type="checkbox"/> Two letters of recommendation
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		Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks).
<input type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: Click or tap here to enter text.

Contact Information

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