

Internship Title: Worksite Wellness Internship: Public Health Region 2/3			
Internship Location: 1301 S. Bowen Rd, Suite 200, Arlington, TX 76036 In-person, with ability to work remotely some hours each week.		Preceptor Name and Title: Briana DeBose, MBA, Project Manager II	
Brief Description			
<p>The practicum student will work directly with a Manager and Wellness Committee members to coordinate, schedule, and facilitate worksite wellness programs for DSHS RLHO employees in PHR 2/3. Activities may include developing, revising, conducting and analyzing annual program assessment survey; using assessment data to recommend, develop, and implement wellness work plan and activities; developing and executing procedures for a wellness room and/or wellness resources lending library; developing a monthly wellness newsletter; gathering and posting materials for wellness bulletin boards; and coordinating monthly lunch-n-learns. Actual activities will be determined during development of the student work plan. The practicum will be located in Arlington; however, wellness activities are expected to benefit staff in field offices across PHR 2/3. The student will also meet with other program managers and staff to develop an appreciation for the variety of services provided by the Department of Ste Health Services. Learning objective include: (1) gain experience in developing a worksite wellness assessment; (2) develop skill in analyzing data and developing a worksite wellness plan; (3) gain experience in conducting a literature review; (4) gain experience in developing a wellness newsletter; (5) develop skill in working on a multi-disciplinary team; and (6) apply training and concepts learned in coursework.</p>			
Approximate Total Weekly Hours: 15-20	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: Public Health Region 2/3	Program: Regional Administration

Disciplines of Public Health

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Health Communication	<input checked="" type="checkbox"/> Program Planning	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Research	<input checked="" type="checkbox"/> Program Evaluation
<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"> Develop and conduct a worksite wellness assessment

- Use assessment data and literature reviews to recommend, develop, and implement evidence-based workplace wellness plan and activities
- Develop a monthly wellness newsletter
- Gather and post materials for wellness bulletin board
- Participate and attend all scheduled intern activities including an orientation, scheduled seminars, tours, meetings and project presentation

Intern Deliverables

- Worksite wellness assessment report.
- Worksite wellness plan.
- Monthly wellness newsletter.

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: <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 Undergraduate: Junior or Senior. Graduate: Any year pursuing a Masters degree.
Any other skills required (soft or technical) Course work in health promotion and program planning and evaluation	
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <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 Click or tap here to enter text.

	Any other skills required (soft or technical) Click or tap here to enter text.
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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 Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks).
<input checked="" 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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