

Internship Title: Community Health Improvement Intern			
Internship Location: In person at Arlington Regional office, 1301 South Bowen Road, Ste. 200, Arlington, TX 76013		Preceptor Name and Title: Patricia Rivera, BS, CHW, CPST Program Manager	
Brief Description			
The selected intern will work directly with the Community Health Improvement Program Manager and team to assist with the development of a Parent Café and a Teen Café program for communities in PHR 2/3. Learning objectives include: (1) gain experience in developing community-based educational programming; (2) develop skills in creating promotional materials for community outreach; (3) develop skill in working on a multi-disciplinary team; and (4) apply training and concepts learned in coursework. Must be working towards course credit. Must have reliable transportation to and from the office. Must be available to work during office hours (Monday – Friday between the hours of 8am-5pm).			
Approximate Total Weekly Hours: 15-20	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: PHR 2/3	Program: Community Health Improvement

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 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
Complete at least three of the following:
<ul style="list-style-type: none"> • Collaborate with CHI team to create and refine educational content and learning experiences for the Parent Café and Teen Café • Assist in the development of educational materials such as flyers, PowerPoint presentations, and handouts that supports the Parent Café and Teen Café classes • Support the creation of promotional materials to promote Parent Café and Teen Café classes and outreach efforts • Assist in the class logistics for Parent Café and Teen Café classes

- Help with administrative tasks such as data entry, document, preparation, and maintaining program records

Intern Deliverables

- Parent Café and Teen Café programs including educational materials, promotional flyers and media, and Standard Operating Procedures
- 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.
- Summary of all activities completed for the continuity of operations

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 Undergraduate: Junior or Senior. Graduate: Any year in pursuing a Masters degree.
Any other skills required (soft or technical) Communication, time management	
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 Click or tap here to enter text.
Any other skills required (soft or technical) Course work in Maternal & Child Health, Health Promotion, Public Health, or similar	

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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