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|  **Summer 2019 Internship Guide** |
|  Richmond City Health District |
|  Working together for a healthier Richmond |
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**Richmond City Health District is dedicated to the goal of building a culturally diverse workplace committed to improving the health of multicultural and underserved communities. Students of color, students from underserved communities, women, LGBTQ students, and students with disabilities are strongly encouraged to apply.**

Internships are unpaid and we expect a minimum of 100 hour commitment. If you are interested in becoming involved with RCHD with more flexibility, consider volunteering with Medical Reserve Corps. More information on volunteer opportunities can be found <http://www.vdh.virginia.gov/richmond-city/richmond-city-mrc/> .

To apply for an internship at RCHD, please indicate which internship you are interested in and send the following items to RCHDInternship@vdh.virginia.gov :

* Resume
* Cover letter
* Course requirements
* Internship Screening Questions

Some internships may require additional documents or qualifications; please see the descriptions below for more information.

Due to the high volume of qualified candidates interested in interning at Richmond City Health District, only candidates invited to an interview will receive notification of the status of their application.

Thank you for your interest in creating healthier communities in Richmond City.

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**Adolescent Health**

The Adolescent Health Program offers school and community based education services designed to reduce risky behaviors and develop life-skills that will motivate young people and encourage healthy lifestyle choices. We partner with Richmond Public Schools and various other community stakeholders to present a vast amount of topics; including but not limited to: abstinence, teen pregnancy prevention, sexually transmitted diseases, tobacco cessation, nutrition, and stress management. A successful candidate is:

* Interested in youth or their issues
* **Flexible**
* Comfortable working with adolescents within an urban public school or community setting
* Comfortable using proper anatomical terminology and youth culture issues
* Proficient public speaking (to youth)
* Access to reliable transportation

**Clinical Interns**

**Purpose:** To gain exposure and identify the health needs of women who are of child bearing age. This includes pregnancy testing, pregnancy options, prenatal care, breastfeeding, domestic violence, birth control, safe sleep, Zika testing, STI/ HIV and many other topics. To access personal learning needs of this population and prepare an educational project via brochure, poster or 1:1 teaching.

**Reports to:** Nursing Supervisor with some responsibility to both the Senior Family Planning and Senior Maternity Nurse

**Hours:** Must be available during the specific patient care hours of Maternity and/or Family Planning Monday through Thursday. Patient care time slots are 4 hours each. Total hours dependent upon course requirements.

**Requirements**:

* Current enrollment in a health related major
* Documentation of vaccines/immunizations
* Approval by course instructor
* Bilingual skills are preferred but not required.

**Dress code:** Casual business attire with lab coat (provided) or scrubs. Closed-toe shoes.

**Immunization Program Intern**

Interns (Masters Level students preferred, though undergraduate students will be considered on a case by case basis) needed to assist with a variety of immunization initiatives taking place at the Richmond City Health District. Initiatives include the annual CoCASA survey (more details can be found at: <http://www.vdh.virginia.gov/immunization/datamanagement/assesinfo/>), Influenza Vaccine Campaign (working with RCHD and RPS to create and implement novel ways to immunize RPS children with the flu vaccine), and the HPV Vaccine Campaign (creating and implementing strategies to increase HPV vaccine rates among Richmond preteen, teen, and young adult residents).

All interested interns should have the capability to perform literature reviews to guide them in developing best practices for immunization programs. Interns should also have an understanding of how to perform basic statistical analysis (completion of an undergraduate statistics course is acceptable). Interns should have at least a basic understanding of the social determinants of health that present challenges to many Richmond parents when attempting to have their children vaccinated. This internship experience will allow interns to create a deliverable (i.e., a final presentation, report, logic model, etc.).

**Long Acting Reversible Contraceptives Initiative Intern**

The Richmond City Health District is looking for interns to help us educate patients about all of their birth control options. We’ve recently launched a communications campaign in our weekly family planning clinics, and we need your help to make it a success.

In this role, you would interact with clients in our clinic waiting room—helping them play a game that gives them more information about various birth control methods, providing resources, and answering questions. You would be a vital part of ensuring our patients have the information they need to make an informed choice, and go into their appointment with a better idea of what methods might be a good fit for them.

Prior knowledge of birth control methods is not required – we’ll teach you everything you need to know – but an interest in reproductive health is a plus. Depending on the interns interests and abilities, there may also be an opportunity to assist in data collection and analysis for the project.

**Bilingual (English-Spanish) interns are strongly preferred**, as many of our clinic clients are Spanish-speaking.

Students MUST be available **Mondays from 1 pm to 5 pm** and **Thursdays from 8:30 am to 12:30 pm**. These are the days the student will be in clinic. If they are unable to make these days/times, it is unlikely they will be able to accumulate the needed hours during the semester.

**Resource Center Intern**

Perform duties that are varied and diverse, but requires some knowledge of office skills. Clerical duties may be assigned in accordance with the individual you are assigned to work with, which may include a combination of answering telephones, typing, filing, assist with creating power point presentation, and operating office machine. This work also includes assisting with educational classes, children’s groups, and performing community outreach.

Job responsibilities:

* Ability to be flexible (may require being at a different site locations)
* Ability to operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and computers.
* Outreach
	+ Assist with events, health fairs, etc.
	+ Attend Community/Association meeting with Supervisor
	+ Distribute flyers door to door

Specific tasks for you to complete, include, but are not limited to:

* Attend community events as noted on google calendar (carpool or arrive at location 15 minutes prior to event starting)
* Assist with creating new patient packet and charts for all Resource Centers
* Join Community Health Worker for outreach
* Update Comprehensive Resource Guide
* Re-label Resource Center (RC) flyers/business cards with updates at each site (remove Tue MRC clinic, correct BRC times)
* Create condom packets (receive instructions from RN or CA on how to create packets)
* Finish chapstick labels and distribute to centers
* Updating the blue outreach board
* Creating an interactive health promotion game for teens for outreach events

**Resource Mothers Program Intern**

Accept interns from: Community Health and Department of Social Work (juniors and seniors)

Description of Internship Duties:

* Complete an application with RCHD Human Resources Department
* Successfully pass a Child Protective Services Background Check with VA Department of Social Services
* Have a favorable driving record from DMV
* Complete RCHD orientation to learn services available to program participants (and Richmond customers)
* Complete orientation with “Partners for a Healthy Baby” (Resource Mothers Curriculum)
* Complete trainings as assigned on pregnancy, parenting and infant development and TRAIN
* Shadow each Resource Mother on Enrollments, Home and Doctor visits as part of Orientation
* Work with assigned teens to provide 1:1 education four times (2 face to face mandatory) per month utilizing the RM curriculum (1 – 3)
* Link teens with and provide transportation (as available) to prenatal and community services appointments
* Assist teens in goal setting and making positive lifestyle changes
* Provide opportunities for teens to learn and practice problem-solving skills
* Enters participants’ information into program data base accurately and timely and maintain hard files
* Prepares one marketing tool for Resource Mothers Program promotion
* Represent Program in at least one community event

**Senior Management Intern**

Master’s level students may qualify for an internship with our Senior Management team. Examples of past and current projects include:

* Developing an immunization program
* Developing recommendations to improve clinical flow and wait times in the STI clinic
* Cost analysis
* Public health department accreditation
* Developing a navigator position

The Senior Management Internship requires motivation and a high level of independence. In addition to your resume and application, please provide a 500 word maximum proposal on a project you would like to complete with us. Proposals exhibiting measurable goals, creative thinking, and a specific work plan are preferred.

**Medical Reserve Corps and Opioid Response Intern**

**REPORTS TO:**Medical Reserve Corps & Opioid Response Coordinator

**WORK HOURS:**Flexible hours between Monday – Friday, some evening and weekend hours

**LENGTH OF TIME:**Flexible Internships in the Spring, Summer, or Fall

**JOB DESCRIPTION:** The Richmond City Medical Reserve Corps is one of over 400 units that are part of the national [Medical Reserve Corps](http://www.medicalreservecorps.gov/) program under the direction of the Office of Emergency Management. MRC units are community based and function as a way to locally organize and utilize volunteers who want to help supplement existing emergency and public health resources in their community. The Richmond City MRC is housed within the Richmond City Health District.

RCMRC is seeking an energetic, highly-motivated individual to join our team as a Volunteer Management Intern. The intern will provide administrative and staff support while gaining a deeper knowledge of volunteer management and public health operations. This is an unpaid, part-time position for registered college/university students.

The intern will assist with RCHD's opioid-related activities. The intern must be willing to become a REVIVE! trainer and regularly provide trainings and Naloxone distribution in the community to organizations that request RCHD's services. The intern will assist with scheduling trainings, prepping materials for trainings, tracking RCHD's naloxone distribution, and marketing RCHD's trainings and naloxone dispensing services. The intern will attend meetings related to the city's opioid response activities and take notes.

The purpose of the Richmond MRC unit is to:

* Create a framework to match volunteers’ skills with the community’s needs.
* Expand the capacity to respond to local health needs and emergencies in the City of Richmond, VA.
* Create a pre-identified and credentialed team that is trained and ready to be activated during emergencies.
* Draw health professionals and community members into local service.

**INTERN RESPONSIBILITIES INCLUDE:**

* Assist in building and maintaining community relationships
* Assist with scheduling and coordinating public health outreach events
* Represent RCHD at community events by providing public health information to community members
* Create and maintain social media plan
* Assist with creating and conducting orientations and trainings for volunteers
* Assist with scheduling, prepping for, and giving REVIVE! trainings
* Naloxone distribution
* Attend meetings related to the city's opioid response activities, emergency preparedness and response, and volunteer management
* Assist with emergency preparedness activities and exercises
* Work collaboratively with program staff to assist volunteer projects
* Provide general administrative support to the MRC and Clinical Linkages Coordinator
* Answer volunteer inquires
* Maintain the volunteer database

**QUALIFICATIONS:**

* Must be a current student
* Must have transportation and use it on occasion for work duties
* Volunteer Management or Volunteer experience considered a plus
* Outgoing demeanor, with the ability to motivate others
* Demonstrated leadership abilities and strategic thinking
* Ability to work independently and in a group setting
* Highly organized and self-motivated
* Able to multi-task and respond to deadlines
* Excellent written and oral communication skills

**Public Health Policy Analysis Intern**

The RCHD seeks capable, independent, results-focused interns to assist with policy analysis across a range of public health issue areas. The social determinants of health that form a foundation for the inequitable health outcomes present in our community all require concerted, upstream policy change. These social determinants are diverse and varied. Some policy areas of focus include housing affordability, environmental quality, educational equity and opportunity, workforce and wealth building, transportation, and mobility. RCHD regularly works with partner organizations, community leaders, and city agencies to identify opportunities and needs for policy change and then works to support local decision makers to understand the opportunities to improve health through public policy.

The Policy Analysis intern will:

* Research peer jurisdictions' related policy precedents
* Quantify the relevant likely costs and benefits to policy proposals
* Assist partners and stakeholders to summarize and communicate policy priorities
* Identify and interpret relevant state code sections that may inform, guide, or limit local policy choices
* Develop reports and summaries, some concise and and targeted, others thorough and pro forma with established schools of policy analysis

Preferred qualifications:

* Strong written and verbal communication for both formal, professional and informal audiences.
* Ability to synthesize contrasting and competing viewpoints
* Adaptable to shifting priorities and timelines as opportunities and deadlines appear
* Training or experience with both qualitative and quantitative policy analysis
* Collaborative team player able to independently deliver on tasked projects while involving and briefing relevant stakeholders

The intern will report to RCHD's Policy Director and will work with an array of the agency's subject matter experts and external partners, as relevant for assigned projects.

**Collective Impact Intern**

The Collective Impact Model recognizes that a collaborative effort across multiple sectors is needed to create change in communities' economic stability, physical environment, educational opportunities, accessibility to food, social well-being, and accessibility to healthcare. Richmond City Health District (RCHD) leads or participates in several groups utilizing the collective impact model. The Collective Impact Intern will support these initiatives through increasing the various collective impact groups visibility in the community and in their online presence. Must be able to commit 8 - 24hrs/wk for at least 2 months.

Specifically, the Collective Impact Intern will be responsible for:

* Research, prepare, and deliver presentation(s) on a collective impact topic to RCHD's employees working in collective impact groups
* Analyze existing partnerships and gaps. Proactively reach out to non-profits, small businesses, civic associations, and residents to build new partnerships.
* Create social media content, newsletters, and work with communications staff to update website.
* Track attendance during meetings.
* Interns will also spend a 25% of their internship shadowing and networking with various departments to gain a holistic experience of working in a local health district.

Requirements:

* Bachelor's level **only.** High school students and post-graduate students will not be considered.
* Must be available Monday afternoons and Wednesday mornings.
* Must be willing to reach out to new people by e-mail or in-person.
* Dedication to serving Richmond's communities. Volunteer experience not required, but a plus.
* Professional demeanor, positive attitude, and a willingness to learn!