Richmond City Health District (RCHD) is dedicated to the goal of building a culturally diverse workplace committed to improving the health of multicultural and low-income communities. Students of color, students from underserved communities, women, LGBTQ students, and students with disabilities are strongly encouraged to apply.

Internships are unpaid and require a minimum of a 100 hour commitment. If you are interested in becoming involved with RCHD with more flexibility, please consider volunteering with Medical Reserve Corps. More information on volunteer opportunities can be found at 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.
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 in public speaking (to youth)
- Access to reliable transportation

Clinical Interns

The purpose of this position is to gain exposure and identify the health needs of Richmond City residents including pregnancy testing, family planning, breastfeeding, domestic violence, birth control, safe sleep, Zika testing, STI/ HIV, school health, elderly, communicable diseases and many other topics. Also to access personal learning needs of this population and prepare an educational project via brochure, poster or 1:1 teaching.

Intern will report to the Public Health Nurse Supervisor or Senior Nurse.

Hours: Flexible Monday through Friday, at least 4 hours a day. There will be times and opportunities for travel to Resource Centers, RCHD’s satellite clinics, for community-based practice and home visits. Total hours dependent upon course requirements.

Requirements:

- Current enrollment in a health related major, public health preferred
- Approval by course instructor
- Bilingual skills are preferred but not required.
- Syllabus/course requirements match RCHD mission & goals

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/](http://www.vdh.virginia.gov/immunization/datamanagement/assesinfo/), Influenza Vaccine Campaign (working with RCHD and Richmond Public Schools (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.).

**Resource Center Intern**

Looking for dynamic interns to support the Resource Center team by performing duties that are varied and diverse which requires some knowledge of office skills. This work includes assisting with educational classes, children’s groups, and performing community outreach with the Community Health Workers. Also, administrative 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, assisting with creating power point presentations, and operating office machine.

**Job responsibilities:**
- Ability to be flexible (may require being at a different site locations in the city of Richmond)
- Outreach
- Assist with community events, health fairs, etc., at local churches & libraries
- Attend Community meetings
- Distribute flyers door-to-door with Community Health Worker

**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)
- Creating an interactive health promotion game for teens for outreach events
- Join Community Health Worker for outreach
- Create condom packets (receive instructions from Community Health Worker)
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 Resource Mothers Curriculum
- Complete trainings as assigned on pregnancy, parenting and infant development in TRAIN
- Shadow each Resource Mother on Enrollments, Home and Doctor visits as part of orientation
- Work with assigned teens to provide 1:1 education utilizing the Resource Mothers Curriculum
- 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
- Enter participants’ information into program database accurately and timely and maintain hard files
- Prepare 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 Special Response Intern

The Richmond City Medical Reserve Corps (RCMRC) is one of over 400 units that are part of the national Medical Reserve Corps 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.

**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

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 inquiries
- 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 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!

Youth Violence Prevention Intern

Welcome to the Youth Violence Prevention (YVP) Program. Interns will be expected to support the INSPIRE Workgroup, a coalition with diverse representation from multiple and private sectors that share a vision and approach to youth violence prevention and reduction. They may perform duties that are administrative or within the community. They will also build connections and foster collaboration between key stakeholders and the community.

Job Responsibilities:
Assist the YVP Coordinator and CDC PHAP Fellow with administrative tasks of INSPIRE (e.g. scheduling, weekly staff meetings, meeting notes, and follow-up correspondence)
- Serve as a representative of the YVP Program on various community boards and workgroups
• Participate in trainings and webinars to meet public health business needs, including topics such as community engagement and organizing, youth-adult partnerships, and emergency preparedness
• Manage social media platforms and messaging
• Implement youth friendly strategies that promote and increase awareness in the INSPIRE Workgroup
• Assist with community outreach and awareness events and data collection efforts
• Support efforts throughout the City of Richmond related to implementation of policies, and system changes that may impact youth violence

Health and Urban Planning Intern

The Richmond City Health District is seeking a Master’s level intern to assist with urban health and transportation planning projects related to chronic disease prevention.

Potential projects include:
• Assisting with the development of urban livability metrics to capture the impact of built environment characteristics on health outcomes
• Reviewing and integrating existing local and regional transportation plans
• Mapping existing public transit routes to show how they relate to residential density, multimodal connectivity, destination accessibility, and demographic factors
• Mapping safe and preferred routes from residential neighborhoods to schools, parks, and other community facilities

There is also flexibility to combine elements of these projects and incorporate other projects of interest. This position requires a time commitment of 10 hours/week.

Qualifications:
• Familiarity with urban planning processes
• Basic statistical analysis
• GIS experience preferred

Virginia Family Fatherhood Initiative Outreach Intern

The Outreach Intern for Virginia Family Fatherhood Initiative (VFFI) assists with providing quality case management, educational workshops, class facilitation, recruitment, and community resources, for young parents 16-24 years old, and their families. Other tasks as assigned. A brief writing sample will later be requested from qualified candidates as part of the interview process.

This role is on-site in downtown Richmond, VA. 10 – 20 hours a week. Flexible.

Job Responsibilities:
• Act as a mandated reporter on all incidents of child abuse and neglect
• Assist with group facilitations and community events
• Provide timely follow-up calls and reminders for clients as necessary
• Measure and analyze clients outcomes for funding purposes
• Research community resources for clients in Central, VA
• Organize educational / recruitment workshops and in-house health screenings
• Create bilingual announcements and flyers for family services trainings and events
• Participate in any necessary professional development trainings
• Assist Facilitators, Case Manager, Office Administrator, and Regional Coordinator with other projects as required

Experience, Essential Skills and Personal Characteristics:
• Must be able to maintain confidentiality and work in a professional manner
• Must be able to maintain appropriate client boundaries
• Must be comfortable working with diverse clients and children
• Must be able to maintain appropriate client boundaries
• Must be able to maintain confidentiality and work in a professional manner
• Must be comfortable working collectively on group projects, workshops, and other assignments
• Must have experience working with MS office suite and hold strong organizational skills.

Prerequisites:
• Must be a recent college graduate or currently enrolled in a college program
• Must have knowledge working with MS Office programs (i.e. Microsoft Word, Outlook, Publisher, and Excel)
• Bilingual Spanish-English preferred