

**FALL 2023**

# **INTERNSHIP GUIDE**

Richmond City/Henrico County  
Health Districts

**WORKING TOGETHER FOR A HEALTHIER RICHMOND**





# RICHMOND CITY HEALTH DISTRICT

# HENRICO COUNTY HEALTH DISTRICT

Richmond City Health District (RCHD) and Henrico County Health Department (HCHD) are 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 on our website at [www.vdh.virginia.gov/richmond-city/richmond-city-mrc/](http://www.vdh.virginia.gov/richmond-city/richmond-city-mrc/). **We can only accept students as interns if we have a Memorandum of Agreement on file with your college or program.**

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](mailto:RCHDInternship@vdh.virginia.gov):

- Resume
- Cover letter
- Course requirements
- Intern screening questions ([www.vdh.virginia.gov/content/uploads/sites/119/2021/09/Intern\\_Screening\\_Questions.docx](http://www.vdh.virginia.gov/content/uploads/sites/119/2021/09/Intern_Screening_Questions.docx))
- Contract/volunteer/intern information form (<https://www.vdh.virginia.gov/content/uploads/sites/119/2022/05/hr20-4.doc>)

Some internships may require additional documents or qualifications; please see the descriptions for more information. Selected interns will be required to attend a virtual weekly or biweekly “check-in” meeting with the internship coordinator.

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 Intern

The Adolescent and School Health Program offers school and community-based education services designed to reduce risky behaviors and develop life-skills through coaching, education, and health education promotion. We partner with Richmond Public Schools and various other community partners to present a vast amount of topics; including but not limited to: risk-reduction, sexually transmitted diseases, tobacco cessation, nutrition, and stress management.

### A SUCCESSFUL CANDIDATE IS:

- Interested in youth or their issues, proficient in social media marketing, flexible
- Comfortable working with adolescents within a public school setting
- Comfortable using proper anatomical terminology
- Excellent urban public speaking (to youth)
- Access to reliable transportation
- Able to complete no less than 25 hours a week



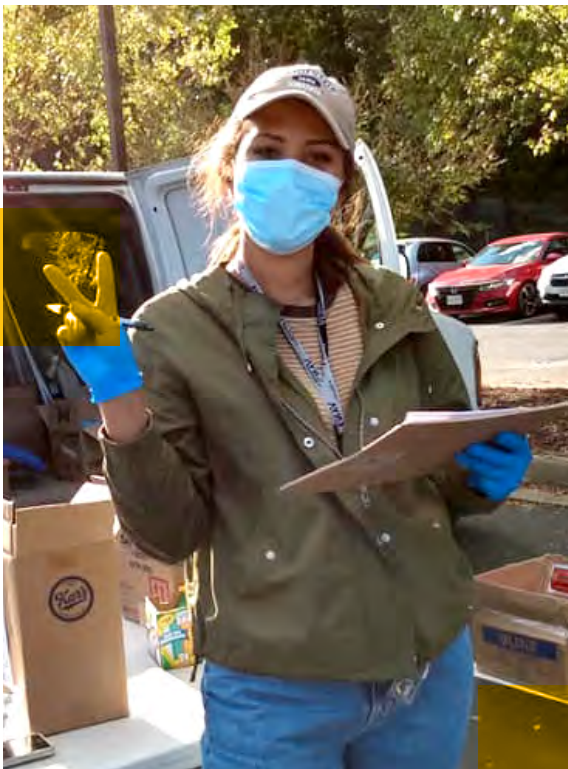
# Maternity Navigation Intern

The goal of the Maternal Child Health (MCH) program is to improve maternal and infant health outcomes, and eliminate disparities through collaboration with community stakeholders within the Greater Richmond area. The RHHD Maternity Navigation program focuses on connecting pregnant moms directly to prenatal care and resources to support healthy pregnancies such as WIC and home visiting programs. We also focus on providing health education throughout this process. One future goal of this program is to incorporate additional navigation services that would connect women to supplemental resources needed to address the multiple social determinants of health needs women experience.

**An intern that is fluent in Spanish would be ideal.**

## INTERN RESPONSIBILITIES INCLUDE:

- Have direct interactions with pregnant moms and provide education on the navigation process and the aspects of connection to care.
- Learn financial assistance application processes and the systemic challenges that our undocumented population experiences in connecting to care.
- Learn about the Medicaid process for those eligible, as well as information on the community partners that serve pregnant moms.
- Provide direct assistance in data collection and data analysis.
  - Support the MCH collaborative by assisting with the preparation and facilitation of RHHD lead informative community partner meetings



# Resource Center Intern

Resource Center Interns perform duties that are varied and diverse, but require 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 PowerPoint 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 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 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 & charts for Resource Centers
- Join Community Health Worker for outreach
- Update Comprehensive Resource Guide
- Re-label Resource Center flyers/business cards with updates at each site
- Create condom packets (receive instructions from RN or CA on how to create packets)
- Finish chapstick labels and distribute to centers
- Update the blue outreach board
- Create an interactive health promotion game for teens for outreach



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[rhd.gov](http://rhd.gov)

[henrico.us/health](http://henrico.us/health)

