



SUMMER/FALL 2025

INTERNSHIP GUIDE

WORKING TOGETHER FOR A HEALTHIER RICHMOND







RICHMOND & HENRICO HEALTH DISTRICTS

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 rhhd.gov/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 charles.lee@vdh.virginia.gov:

- Resume
- Cover letter
- Course requirements

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



Emergency Preparedness Intern

The intern will gain a broad range of training and experiences by working alongside RHHD's Emergency Coordinator. The intern will contribute to the implementation of existing program services; develop expertise in PHP&R, perform response coordination, exercise development and execution; develop skills in customer service & risk communication; perform outreach, public education, and partnership development; and have the opportunity to become a known resource in the Central Virginia region. The intern will also have the opportunity to work with RHHD's PHP&R team to address our growing opioid crisis, which is affecting Richmond residents across all economic, racial, and cultural demographics.

A SUCCESSFUL CANDIDATE:

- Takes the necessary initiative to excel in this rapidly changing field where no two days are the same.
- Will be integral to assisting the PHP&R unit achieve its goals of enhancing RHHD's and thus the city's response capabilities.
- Has some technical background and organizational skills to help put together RHHD's submission to Project Public Health Ready (PPHR).

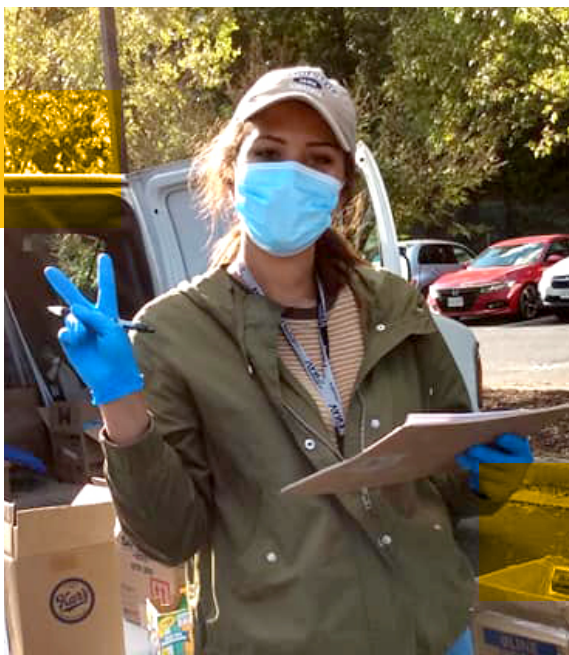


Field Epidemiology Intern

RHHD's Field Epidemiology team focuses on monitoring trends in infectious disease and other conditions of public health concern; preparing for and responding to acts of bioterrorism, chemical exposure, and other hazards; investigating infectious disease cases and outbreaks; and providing technical support to a broad healthcare community in Richmond City and Henrico County. The intern will gain a broad range of training and experiences by working alongside RHHD's Field Epidemiologists. The intern may contribute to the implementation of existing program responsibilities; develop expertise in epidemiology; write newsletter content; assist with RHHD Rapid Response Team coordination; and have the opportunity to learn about other RHHD programs.

A SUCCESSFUL CANDIDATE:

- Interested in communicable disease processes and associated strategies in infection prevention and control.
- Eager to practice digesting technical information and communicating it in a user-friendly way.
- Comfortable in interacting with various audiences.
- Access to reliable transportation.



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.

This program provides navigation services that connects women to the additional resources needed to address the multiple social determinants of health needs women may have.

An intern that is fluent in Spanish would be ideal.

INTERN RESPONSIBILITIES INCLUDE:

- Have direct interactions with pregnant moms and provide education on the RHHD Maternity Navigation process and the aspects of connection to care.
- Learning how to navigate financial assistance and Medicaid application processes
- Working on the development of pregnancy and postpartum health education
- Provide direct assistance in data collection and data analysis.

Social Work Intern

RHHD provides a variety of clinical and community services. We work with a diverse team that includes Community Health Workers (CHWs), Public Health Nurses (PHNs) and other public health professionals. We aim to provide holistic services that address the full scope of needs for our clients. RHHD is lucky enough to have a social work team that provides guidance on resource connection, navigating the human services landscape and providing Social Work support to external and internal customers.

INTERN RESPONSIBILITIES INCLUDE:

- Learning about all RHHD departments and the Public Health scope of work.
- Working on some of the following social work-related initiatives.
 - Incorporating evidence-based screenings in our clinics to include:
 - Social determinate of health need screenings
 - Depression screenings
 - Learning about appropriate mental health, intimate partner violence and trafficking crisis response protocols.
 - Providing brief therapeutic intervention as needed in for clients in clinic spaces or as they interact with RHHD for services.





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