



# INTERNSHIP PROGRAM

## Training Future Public Health Leaders

### INTERNSHIP OPPORTUNITIES

Harris County Public Health (HCPH) offers internship opportunities for students attending HCPH Partnering Institutions\* for the Spring, Summer and Fall semesters of the academic year. Unique experiences are available in each of its Divisions and Offices:

**Disease Control and Clinical Prevention**  
**Environmental Public Health**  
**Mosquito & Vector Control**  
**Nutrition and Chronic Disease Prevention**  
**Veterinary Public Health**

**Communication Education & Engagement**  
**Operations and Finance**  
**Policy & Planning**  
**Public Health Preparedness**

More details about projects related to each Division/Office may be found on the HCPH website, or by contacting the Volunteer & Intern Program Coordinator directly.

### INTERNSHIP ELIGIBILITY

- Interested in public health, health promotion, science, or other health-related discipline. Students in other fields will be considered if they are willing to apply their skills toward accomplishing the mission of HCPH. *For example, a Public Relations major may apply to intern with HCPH's Office of Communication Education & Engagement*
- Currently enrolled and in good standing in a 2-year, 4-year, or Graduate level program
- **Must** be earning academic credit for the completion of an internship/practicum
- Classified as at least a second year student and have at least a 3.0 overall grade point average, with no grades below a D within the last two semesters
- Able to successfully complete an application, interview, and pass a background check
- Interns must commit to at least 8 – 10 consecutive weeks in the program. Other consecutive three-month periods can be arranged on an individual basis.

### INTERNSHIP TIMELINE

Internships fill up quickly, so students are encouraged to apply at least 3 months **prior** to the semester they wish to intern. Recommended application timelines are listed below:

- January – March (Application for Summer Internship)
- April – June (Application for Fall Internship)
- August – October (Application for Spring Internship)

*\*A list of Partnering Institutions with completed Affiliation Agreements may be found on the HCPH website. Students attending a school **without a current Affiliation Agreement on file** with HCPH are strongly encouraged to **apply within the first 45 days** of the recommended application period, to allow timely completion of agreements with the student's school.*

Thank you for your interest in interning with Harris County Public Health! If your school is not currently a HCPH Partnering Institution, or if you have further questions, please contact Ashley Minkeu, HCPH Volunteer/Intern Program Coordinator at [aminkeu@hcphe.org](mailto:aminkeu@hcphe.org) or (713) 439-6285 for further details.

**To apply, visit: <http://www.hcphtx.org>**  
*(Click Careers and then Volunteer and Internships)*

## OFFICE OF POLICY & PLANNING

The HCPH Office of Policy and Planning (OPP) coordinates comprehensive assessment, planning, evaluation, and policy development activities across HCPH. OPP relies on the best evidence available to lead and guide comprehensive planning efforts that result in actionable strategies for improving and protecting the health of Harris County residents.

The Office of Policy and Planning offers graduate and undergraduate internships for students pursuing degrees in public health, public administration, health promotion, health education, healthcare administration, political science, or a related field of study.

### **Eligibility**

- At least one year of work experience (including volunteer work)
- Experience working with teams, delivering verbal presentations, and producing formal reports/business writing
- Reliable transportation and a valid driver's license (not required, but highly preferred)
- Be in good academic standing
- Coursework in statistical analysis, data collection, or a related topic is preferred
- Experience working with community members or patients/clients is preferred

### **Skills/Personal Characteristics**

- Proven experience with internet research tools, conducting literature reviews, Windows 7, and Microsoft Office programs (Outlook, Word, Excel, and Power Point)
- Excellent written and verbal communication and interpersonal skills
- Highly motivated, energetic, able to manage time, and work well in a team environment

### **Location**

Office of Policy & Planning internships are located at the HCPH Main Office: Office of Policy & Planning – 7<sup>th</sup> floor, 2223 West Loop South, Houston, TX 77027

### **Office of Policy & Planning Preceptors Contact Information:**

Albert Cheng  
Public Health Analyst  
acheng@hcphes.org  
(713) 439-6107  
\*Policy Internships

Tanweer Kaleemullah, JD, MHA/MBA  
Public Health Analyst  
tkaleemullah@hcphes.org  
(713) 439-6291  
\*Healthcare Sector Internship

## OFFICE OF COMMUNICATION EDUCATION & ENGAGEMENT

The Office of Communication Education and Engagement (OCEE) utilizes a comprehensive approach to inform and empower Harris County residents and enhance community awareness by means of media relations, communication, public information, public awareness campaigns, marketing strategies, risk communication, and coordinating population-based health education and promotion interventions using evidence-based approaches. OCEE supports and advances the goals and overall mission of HCPH by:

- Developing and implementing public information and public awareness methods to achieve key objectives.
- Developing public information tools (e.g. press releases, media advisories, brochures, fliers, web pages, and community forums) designed to meet specific HCPH program objectives or general mission objectives.
- Organizing and conducting press conferences, media interviews, town hall meetings, etc.
- Providing guidance and technical assistance to HCPH staff to effectively communicate health information to the public for the implementation of community awareness projects.
- Providing guidance and direct assistance across the department in planning, implementation and evaluation of population based, health education and promotion interventions
- Partnering with community groups, organizations and coalitions to support community-wide, environmental and system-level change strategies that promote health

### **Eligibility**

- Undergraduate or graduate student in Health Education, Public Health, Graphic Design, Journalism, Communications, or related program
- Must be knowledgeable in Program Evaluation concepts, Implementation of health education programs, and/or Health Education Theory if applying for a health education internship

### **Prerequisites**

- Must be a junior or senior level student
- Must submit portfolio samples to be reviewed before position is granted
- Must complete a “working” interview with OCEE team

### **Location**

Office of Communication Education and Engagement internships are located at the HCPH Main Office: 5<sup>th</sup> floor, 2223 West Loop South, Houston, TX 77027.

### **Office of Communication Education and Engagement Preceptors Contact Information:**

Henry Bradford  
Manager of Multimedia Services/  
Creative Team Leader  
hbradford@hcphes.org  
(713) 439-6079  
\*Multimedia Internships

Hallie Frazee, MSJ  
Communication Specialist  
hfrazee@hcphes.org  
(713) 439-6282  
\*Social Media Internships

### **Graphics, Materials & Communications Development (1 Position Available)**

#### **Description**

The Graphics, Materials & Communications Development intern will work with OCEE and Innovation & Engagement Team (I&E) to develop and/or update crucially needed marketing materials, including writing web content, developing social media messages/campaigns, creating and/or updating materials used in the field by staff. (Need skills in Adobe products - InDesign, Illustrator, and Photoshop)

#### **Goals and Learning Objectives**

1. Develop materials that can be used for a professional portfolio for student/volunteer
2. Create materials that will help forward HCPH goals
3. Learn to work with subject matter experts (SMEs)/external groups to take projects through development, approval and distribution

#### **Deliverables**

1. Various Field Materials (fliers, brochures, activity booklets, etc.)
2. Event Materials (invites, signage, programs, etc.)
3. Web and Social Media graphics
4. Partnership materials (recruitment packets, brochures, co-branded materials with partners, etc.)

### **Social Media Content Development (1 Position Available)**

#### **Description**

The Social Media intern will work with OCEE to develop social media content (i.e. posts, graphics) for various health topics and events at HCPH. Intern will assist with developing a social media calendar for the month and will post content as needed. (Preferably has skills in Adobe products - InDesign, Illustrator, Photoshop, for graphics development)

#### **Goals and Learning Objectives**

1. Develop materials that can be used for a professional portfolio for student/volunteer
2. Create materials that will help forward HCPH goals
3. Learn how to create a social media calendar across multiple platforms
4. Learn to work with subject matter experts (SMEs)/external groups to gather content and verify information

#### **Deliverables**

1. Social media calendar and plans
2. Posts to social media
3. Web and social media graphics

## **Multimedia Practicum (1 Position Available)**

### **Description**

The practicum will support OCEE through the production of marketing materials that help communicate the vision and efforts of HCPH. The purpose is to gain meaningful work experience through applying knowledge learned in course work to the on-the-job video and media production.

### **Goals and Learning Objectives**

Provide students real world video and media production experience, allow students to build content for demo reels and materials for use after course completion to help secure employment and strengthen and foster industry standard knowledge of tools and concepts used in video and media production field.

### **Deliverables**

Students will be expected to produce internal and external multimedia projects of varying formats (Graphics, Video, Audio, etc.) All students are required to maintain accurate records of their completed projects, and to submit required documentation to the Practicum Coordinator in a timely manner.

### **Prerequisites**

1. Must be a junior or senior level student
2. Must submit a reel (video samples) to be reviewed before position is granted
3. Must complete a “working” interview with OCEE team

## OFFICE OF PUBLIC HEALTH PREPAREDNESS & RESPONSE

The Office of Public Health Preparedness & Response is responsible for developing and implementing a comprehensive, department-wide approach to public health preparedness and response activities. Activities include:

- Coordinating planning for all-hazards preparedness activities such as the CDC Strategic National Stockpile program, the CDC Cities Readiness Initiative and the TDSHS Public Health Preparedness grant
- Providing scientific and clinical oversight for public health preparedness activities
- Assuring public health response functions in the context of the National Incident Management System
- Preparing for, preventing, responding to and recovering from public health emergencies
- Coordinating competency-based education and training of public health emergency staff; conducting drills and exercises

### **Eligibility**

- Undergraduate or graduate student majoring in a Public Health related program
- Must be highly organized, available to intern 15-20 hours per week, and must have reliable transportation
- The Intern should be adaptable, flexible and open to different paces of work. Some tasks are quieter and involve a great deal of reading, research and/or writing. At other times, if the OPHPR office is preparing for a special event, such as an exercise, training, drill or actual Public Health emergency incident, the pace may be greatly intensified.
- The intern may occasionally be asked to be flexible with work hours, working later into the evening, on a weekend day or a day that's not a normal work day.

### **Location**

Office of Public Health Preparedness and Response internships are located at the HCPH Main Office:  
7<sup>th</sup> floor, 2223 West Loop South, Houston, TX 77027

### **Office of Public Health Preparedness and Response Preceptors Contact Information:**

Jennifer Kiger, MPH  
Chief, OPHPR  
jkiger@hcphe.org  
(713) 439-6216

Victoria Cummings, MPH  
Training Coordinator  
vcummings@hcphe.org  
(713) 439-6296

## ENVIRONMENTAL PUBLIC HEALTH DIVISION

The Environmental Public Health (EPH) Division of Harris County Public Health works to protect public health by ensuring the integrity of the food supply, clean drinking water, neighborhood cleanliness, and hazard-free workplaces. These objectives are accomplished through the following activities:

- Securing compliance with State rules on food safety and public drinking water through surveillance, monitoring and inspections
- Permitting retail food establishments
- Responding to citizen complaints on food, water supply and abating neighborhood nuisances (e.g., abandoned and unsafe buildings) through owner notification and demolition
- Reducing lead poisoning through screening children for elevated blood lead levels, case managing children with lead poisoning, and removing lead-based paint from qualifying homes

The Division also has a Built Environment and Health Impact Assessment Unit focused on looking at how policy and the built environment impact the health of the community.

The Environmental Public Health Division offers graduate and undergraduate internships for students pursuing degrees in public health, environmental health, public administration, health promotion, health education, healthcare administration, political science, or related field of study.

### Eligibility

- At least one year of work experience (including volunteer work)
- Experience working with teams, delivering verbal presentations, and producing formal reports
- Reliable transportation and a valid driver's license
- Be in good academic standing
- Have a strong interest in health inequities
- Coursework in community health, policy, statistical analysis, data collection, or a related topic is preferred
- Experience working with community members or patients/clients is preferred

### Location

Environmental Public Health Division internships are located at 101 South Richey, Suite G, Pasadena, Texas 77506. Parking is free.

### Environmental Public Health Division Preceptors Contact Information:

Marilyn Christian, R.S.  
Manager - Environmental Health Programs  
mchristian@hcphe.org  
(713) 274-6415  
\*Food Safety/Water Safety/NNA

Lester King  
Program Manager, Built Environment Unit  
\*Built Environment Unit Internships

## **Built Environment & Health Impact Assessment Internship**

The Built Environment & Health Impact Assessment Unit (BE-HIA) Intern will work within the Environmental Public Health Division (EPH) to examine and analyze the potential health impacts of specific policies, projects, and/or plans related to the built environment. The intern will learn technical skills (e.g., systematic literature reviews, survey development and administration, data collection and analysis, report writing and communications), as well as learn how to engage internal and external stakeholders (e.g., community groups and residents).

### **Skills/Personal Characteristics**

- Experience with internet research tools (e.g., Google Scholar, PubMed, ScienceDirect), Windows 7, and Microsoft Office programs (Excel, Outlook, Word, and Power Point)
- Preferred (but not required) experience with data analysis software, such as SAS, STATA, R, and/or SPSS
- Self-starter with the ability to work independently and with little direction
- Excellent written and verbal communication and interpersonal skills with the ability to produce a coherent, usable synthesis of findings from any analyses conducted
- Highly motivated, energetic, able to manage time, and work well in a team environment

### **Job Description**

The BE-HIA Intern will be an essential member of the HCPH team and will participate in conducting health impact assessments and capacity-building efforts regarding implementation of a Health in All Policies (HiAP) approach. With the support and supervision of the HCPH BE-HIA Unit Program Manager, the internship will provide an in-depth learning experience designing data collection tools, conducting primary data collection (e.g., environmental scans), conducting community-based focus groups or key informant interviews, researching and analyzing existing data (e.g., mortality and morbidity data), and producing formal data reports/communications materials (e.g., policy briefs, toolkits, peer-reviewed publications, and presentations) that may be referenced in a student portfolio. The intern will also collaborate with other HCPH Divisions and Offices, such as the Office of Policy and Planning and the Nutrition and Chronic Disease Prevention Division.

The job tasks and responsibilities will include, but are not limited to, the following:

- Conducting systematic literature reviews and/or ranking the scientific evidence base in terms of direction, magnitude, likelihood, and distribution of impact estimates with the BE-HIA Team (e.g., Delphi method)
- Collecting and analyzing both qualitative (e.g., focus groups, key informant interviews) and quantitative (e.g., air quality, behavioral risk factors, environmental scans, mortality and morbidity) data to identify activities with potential health implications (both positive and negative impacts)
- Producing written data reports and communicating research findings to the public
- Actively participating in coalitions and encourage community-based involvement in the health impact assessments
- Serving as an active member of the HCPH community and EPH team



## DISEASE CONTROL & CLINICAL PREVENTION DIVISION

The Disease Control and Clinical Prevention (DCCP) division provides clinical and population-based preventive health services as well as population-focused disease control activities. The division operates four (4) preventive health clinics located throughout Harris County.

### **Health Services include:**

- Immunizations for children and adults
- Family planning
- Dental services for children
- Tuberculosis (TB) related services
- HIV counseling, testing and education

### **Disease Control activities include:**

- Epidemiologic surveillance
- School-based dental education
- Health screening for refugees
- Tuberculosis (TB), disease investigation and treatment

The DCCP division offers internship opportunities for graduate and undergraduate students pursuing degrees in public health, psychology, epidemiology, public administration, health promotion, health education, healthcare administration, social work, political science, business administration, sociology, public affairs, biology, or a related field of study. **Students wishing to volunteer in community-based health education projects are also encouraged to apply.**

### **Location**

Disease Control & Clinical Prevention Division internships are located at the HCPH Main Office: Disease Control & Clinical Prevention – 6<sup>th</sup> floor, 2223 West Loop South, Houston, TX 77027 & within the HCPH clinics located throughout Harris County.

### **Disease Control & Clinical Prevention Division Preceptors Contact Information:**

Ana Zangeneh, MPH  
Epidemiologist  
azangeneh@hcphes.org  
(713) 439-6021  
\*Epidemiology Program Internships

Dana Wiltz-Beckham  
Tuberculosis Elimination Program Manager  
dbeckham@hcphes.org  
(713) 439-6160  
\*TB Program Internship

Tamisha Piper, MPAS-PA-C  
Refugee Program Manager  
tpiper@hcphes.org  
(713) 439-6180  
\*Refugee Program Internships

## NUTRITION & CHRONIC DISEASE PREVENTION DIVISION

Chronic diseases such as diabetes, heart disease, obesity, mental illness, etc. account for the majority of preventable healthcare costs in our system and they are the leading causes of death in the United States. In September 2014, HCPH created the new Nutrition and Chronic Disease Prevention Division be aimed at aligning better nutrition, physical, and behavioral health including a new focus on “addiction” (such as to tobacco, alcohol, substances, etc.).

The NCDP division houses 12 Women Infants and Children’s program locations and the HCPH Chronic Disease Prevention Unit.

The Nutrition and Chronic Disease Prevention Division offers graduate and undergraduate internships for students pursuing degrees in public health, health education, health promotion, epidemiology, or a related field of study. **Students wishing to volunteer in community-based health education projects are also encouraged to apply.**

### Eligibility

- At least one year of work experience (including volunteer work)
- Experience working with teams, delivering verbal presentations, and producing formal reports/business writing
- Reliable transportation and a valid driver’s license (not required, but highly preferred)
- Be in good academic standing
- Bilingual interns wishing to facilitate health education sessions are encouraged to apply

### Skills/Personal Characteristics

- Proven experience with internet research tools, Windows 7, and Microsoft Office programs (Outlook, Word, Excel, and Power Point)
- Excellent written and verbal communication and interpersonal skills
- Highly motivated, energetic, able to manage time, and work well in a team environment

### Location

Nutrition & Chronic Disease Prevention Division internships are located at the HCPH Main Office:  
2223 West Loop South – 5<sup>th</sup> floor, Houston, TX 77027

### Nutrition & Chronic Disease Prevention Division Preceptors Contact Information:

LaPorcha Carter, MPH  
Chronic Disease Prevention Unit Manager  
pcarter@hcphes.org  
(713) 439-6259  
\*Chronic Disease Program

Allison Rotenbury, MS, RD, LD  
WIC Outreach Coordinator  
Nutrition and WIC Services  
arotenberry@hcphes.org  
(713) 439-6131  
\*Women Infant and Children Program

**Improving the Client Experience (ICE) Grant Assistant (1 position available)**

**Time Frame:** Present - September 2017

**Practicum Location:** Primarily at WIC administration- 2223 West Loop South, Houston, TX, 77027, Suite 529. Interns will be expected to be available to assist with ICE project at the 2 selected WIC locations, Humble (8950 Will Clayton Parkway, Suite A, Humble, TX 77338) & Shaver (152 Fairmont Parkway, Pasadena, TX 77504)

**Preceptor:** Mary Durette, WIC Staff Development and Training Coordinator (713-439-6022; mdurette@hcphe.org)

**Minimum Number of Hours (per week):** 10 hours per week

**Practicum Description:** This DSHS WIC grant of \$15K was awarded to HCPH WIC Program to come up with an initiative to improve the WIC client's experience in the WIC Clinic. Our agency will be incorporating more kid-friendly areas that focus on reading and structured play time. It will be piloted in two of our WIC Centers, Humble and Shaver. An intern would assist by creating and implementing evaluations for staff and clients, assist with obtaining quotes, space planning, marketing, and leading story time.

**Practicum Goals & Learning Objectives**

1. The intern will strengthen skills in working in collaborative environments while establishing themselves as an effective public health professional.
2. The intern will participate in the development of the post evaluations.
3. The intern will assist with obtaining cost effective quotes and budgeting the grant.
4. The intern will collect and analyze post evaluations administered to WIC staff and participants.

**Practicum Deliverables**

1. Analyze the results of the staff and client post evaluations and provide a summary of the results.
2. Compile an inventory of supplies needed for each site with costs of items purchased.
3. Provide summary of experience as an Improving the Client Experience Assistant intern and provide recommendations for future ICE grant projects.

## **WIC Open House Coordinator (1 position available)**

**Time Frame:** Present – December 2017

### **Eligibility**

The Nutrition and Chronic Disease Prevention Internship is open to graduate and undergraduate students in a nutrition, health or health related major with a passion for public health.

**Location:** Primarily at WIC administration- 2223 West Loop South, Houston, TX, 77027, Suite 529. Interns will be expected to be available at the selected WIC site for the open house event and provide event promotion to surrounding community.

**Preceptor:** Allison Rotenberry, WIC Outreach Coordinator (713-439-6131; arotenberry@hcuph.org)

**Minimum Number of Hours (per week):** 5-10 hours per week

### **Practicum Description**

This project is to increase WIC participation at WIC Centers by hosting "Open House" events that not only promote WIC services but other services at HCPH. This event would occur at least once in 2017 at a selected WIC Center. The intern with the guidance of WIC management/staff, would be responsible for coordinating with other members of HCPH to implement at least one Open House in 2017.

### **Practicum Goals & Learning Objectives**

1. The intern will strengthen skills in working in collaborative environments while establishing themselves as an effective public health professional.
2. The intern will create a checklist and timeline that can be used annually to plan this event.
3. The intern will assist with planning the public event and coordinating activities during the event.
4. The intern will analyze the outcome of the event based on feedback obtained during the event.

### **Practicum Deliverables**

1. Create marketing tools directed toward WIC participants and the community to encourage them to attend the WIC Open House.
2. Develop a checklist and timeline that can be used to plan future WIC Open Houses.
3. Provide a summary of experience as an Open House Coordinator intern and provide recommendations for future WIC Open Houses.

## Outreach and Social Media Messaging (1-2 positions available)

**Time Frame:** Present - December 2017 (minimum 5-10 hours per week)

### Eligibility

The Nutrition and Chronic Disease Prevention Internship is open to graduate and undergraduate students in a nutrition, health or health related major with a passion for public health.

### Location

Primarily at WIC administration- 2223 West Loop South, Houston, TX, 77027, Suite 529.

### Practicum Description

This project would be to assist the WIC Outreach Coordinator with coordinating and/or attending Outreach events in the community, developing social media messaging, recipes and flyers that can be used to promote WIC.

### Practicum Goals & Learning Objectives

1. The intern will strengthen skills in working in collaborative environments while establishing themselves as an effective public health professional.
2. The intern will develop social media messages specific to WIC topics of nutrition, breastfeeding, child development, and parenting.
3. The intern will create recipe cards with the emphasis on recipes that are kid friendly, using WIC foods, seasonal produce, and the nutrition benefits of the ingredients.
4. The intern will analyze effective social media channels to deliver the developed messages and recipes to WIC clients.

### Practicum Deliverables

1. Create 1-2 recipe cards each month to be used at outreach events and at the WIC Centers.
2. Assist with the placement of a HCPH WIC social media messages based on research of the effective social media channels for WIC clients.
3. Revise the current WIC flyer used during community outreach events.
4. Provide summary of experience as a WIC Outreach Assistant intern and provide recommendations for future outreach projects.

## Chronic Disease Prevention Intern (1 positions available)

**Time Frame:** Summer 2017 (minimum 20 hours per week)

### Eligibility

The Nutrition and Chronic Disease Prevention Internship is open to graduate and undergraduate students in a nutrition, health or health related major with a passion for public health.

### Location

Primarily at 2223 West Loop South, Houston, TX, 77027, Suite 408.

**Preceptor:** LaPorcha Carter, MPH (pcarter@hcphe.org)

### Practicum Description

Under the supervision of the Chronic Disease Prevention Unit Manager, one student is needed to help plan, prepare, implement and summarize research about chronic disease programming at organizations including, but not limited to, health departments in the United States. Project is needed to be utilized in the decision-making process for expansion of the Harris County Public Health (HCPH) Nutrition and Chronic Disease Prevention (NCDP) - Chronic Disease Prevention Unit (CDPU).

### Practicum Goals & Learning Objectives

1. Finalize draft of questionnaire to research chronic disease programming in the United States
2. Finalize list of health departments/organizations to be contacted regarding chronic disease programming
3. Finalize script for calls to collect chronic disease programming data
4. Make phone calls using script to identify organizations or departments on the spreadsheet

### Practicum Deliverables

1. Weekly progress report to preceptor
2. Summary of findings in a clear and concise report
3. Recommendations for the Chronic Disease Prevention Unit Expansion based on Harris County's population

## Chronic Disease Prevention Programming Intern (1 positions available)

**Time Frame:** Summer 2017 (minimum 20 hours per week)

### Eligibility

The Nutrition and Chronic Disease Prevention Internship is open to graduate and undergraduate students in a nutrition, health or health related major with a passion for public health.

### Location

Primarily at 2223 West Loop South, Houston, TX, 77027, Suite 408.

**Preceptor:** Gwen Sims, RD, LD., Nutrition & Chronic Disease Prevention Director

### Practicum Description

Under the supervision of the Nutrition and Chronic Disease Prevention Division Director, the Chronic Disease Prevention Programming intern will be responsible for assisting with the development and implementation of a recruitment and retention plan for multiple chronic disease self-management programs within the division. In addition, intern will participate in further development and implementation of a community injury/fall prevention intervention for the aging population. (S)he may also be asked to assist in making programmatic decisions and identifying community based initiatives.

### Practicum Goals & Learning Objectives

1. To identify key stakeholders for project implementation
2. To identify target population(s) based on public research and data
3. To synthesize public health information to accurately assess needs
4. To contribute to the implementation of a chronic disease management program through recruitment and retention plan development

### Practicum Deliverables

Student will be expected to deliver the following:

1. Weekly reports to include, but not limited to literature search results
2. A written recruitment and retention plan
3. Relevant messaging and materials for project recruitment, outreach, and retention

## Mental Health Initiative Intern (1 positions available)

**Time Frame:** Summer 2017 (minimum 15 hours per week)

**Location:** HCPH Main Office at 2223 West Loop South, Houston, TX, 77027, Suite 408.

**Preceptor:** Emily Dean, Public Health Analyst – Mental/Behavioral Health (edean@hcphe.org)

### Practicum Description

The Mental Health Initiative Internship is open to undergraduate or graduate students majoring in behavioral health, public health, social sciences, or design. The intern will work under the guidance of the Public Health Analyst – Mental Health to promote mental health through a variety of HCPH programs and collaborations. The intern will help develop culturally appropriate mental health promotion materials. The intern will also contact local behavioral health providers to maintain a database of local services. Additional responsibilities will be available for advanced/graduate students.

### Practicum Goals & Learning Objectives

1. The intern will strengthen professional communication skills with internal and external partners.
2. The intern will practice organizational and detail-oriented skills to collect and manage resources for the initiative.
3. The intern will gain health education experience by helping to create mental health promotion materials for diverse audiences.

### Practicum Deliverables

1. Socio-culturally competent messaging for mental health promotion materials to raise awareness about topics such as toxic stress, postpartum depression, and trauma.
2. A list or database of local behavioral health providers.
3. Feedback about the internship experience and recommendations for future intern projects.



## MOSQUITO & VECTOR CONTROL DIVISION

The Mosquito Control Division protects the health and well-being of county residents through surveillance, control, education, research, and technology to prevent and control mosquito-borne diseases, including St. Louis encephalitis (SLE) and West Nile Virus (WNV) encephalitis. Activities include:

- Monitoring the Culex mosquito population, the primary transmitter of SLE and WNV
- Laboratory analysis of mosquito samples to detect SLE and WNV
- Monitoring and testing of live and dead birds for SLE and WNV
- Conducting ground and aerial spraying activities in areas with confirmed SLE and WNV
- Providing education, training and information to citizens, schools, community groups and the media regarding SLE, WNV and mosquito control
- Conducting research to incorporate data into operational activities
- Utilizing the Geographical Information System (GIS) to track and monitor mosquito-borne diseases

The Mosquito Control Division offers graduate and undergraduate internships for students pursuing degrees in public health education, entomology, health promotion, laboratory science, GIS Certificates, or a related field of study.

### Location

Mosquito & Vector Control Division internships are located at the Mosquito & Vector Control Division headquarters: 3330 Old Spanish Trail, Bldg. D., Houston, TX 77021.

Given the diverse range of opportunities within the Mosquito & Vector Control Division, required eligibility and skills vary greatly based on the internship requirement. **Please contact the HCPH Volunteer & Intern Program Coordinator for more information:**

Ashley Minkeu, MPH  
Volunteer & Intern Program Coordinator  
aminkeu@hcphes.org or vipc@hcphes.org  
(713) 439-6285

## Technical Operations Branch Volunteer/Intern Job Descriptions

### Area Profile Section

Under the supervision of the Area Profile Supervisor, the Area Profile Volunteer/Intern serves as a primary point of contact for the collection and compilation of information related to disease risk within each operational area based on biological, operational and sociological parameters.

Thus, the individual will assist in the collaboration and coordination of data collection related to area profiling such as:

- Biological data which includes epidemiological, entomological, and ornithological information.
- Operational data which includes treatment frequency, insecticide usage, and resistance data.
- Sociological data which includes the identification of community stakeholders and demographics.
- Environmental data which includes temperature and precipitation.
- Assists with the integration of area profile information on GIS based mapping software with the assistance from the GIS Specialist.
- Conduct Sites Surveys and obtains permission from public and private parties.
- Conduct surveillance for mosquito-borne diseases and pest populations from various field habitats.
- Prepares laboratory material for daily surveillance activities.
- Performs mosquito larval/pupal surveys and mosquito landing rate counts as necessary.
- Assists in the collection of dead birds for WNV testing.
- Performs other duties as assigned:
- Responsibilities include other duties as assigned, including responding to an emergency event.

### Avian Surveillance Section

#### **Avian Field Assistant**

Assists with the live trapping of birds. Tasks involve helping set up and take down mist nets and recording data, with the potential to learn how to handle, band and draw blood from wild birds. Birds are released unharmed. Trapping takes place in the early morning, starting at 5:30-6:30am depending on the time of year and finishes at approximately 11:00am. This position may be combined with Avian Office Assistant for those interested in both positions.

Responsibilities include other duties as assigned, including responding to an emergency event

#### **Avian Office Assistant**

Assists with daily office duties and projects in the Avian Section. Tasks involve preparing and inventorying lab supplies, repairing mist nets and data entry. There is the potential to learn RAMP and VecTesting of dead birds. **This position is only available in the afternoon, though may be combined with Avian Field Assistant for those interested in trapping.**

Responsibilities include other duties as assigned, including responding to an emergency event.

## Geographical Information System / Information Technology Section

Assists the Technical Operations Analyst with daily GIS duties

- Operates GIS Software for the purposes of:
- Research and development of GIS projects relating to Branch operations..
- Acquisition and compilation of GIS project data relating to Branch operations
- Printing/plotting and distribution of hardcopy and digital maps, charts, graphs and reports as needed.
- Ensures timely production of maps needed for mosquito-borne disease surveillance, treatment planning, and special projects.
- Provides graphic analysis of surveillance/control results to utilize as a decision making tool for the Director and senior management.
- Provides regular GIS graphic updates of WNV/SLE surveillance and treatment activities to internal and external stakeholders.

This will expose the Volunteer/Intern to ESRI GIS software, various Database software, various mapping and analysis techniques, and provides an overview of mosquito control as it relates to public health.

## Vector (Mosquito) Surveillance Section

### Field Surveillance Duties

- Conduct surveys for new trap sites or to replace existing trap sites and obtain permission for use from private and public entities.
- Trap newly surveyed sites for collection potential
- Preparing all trapping material for daily trapping operations
- Test new mosquito traps when available.
- Sets and retrieve mosquito traps from various field habitats
- Identify mosquitoes from other insects during field surveys and collection
- Collects mosquito specimens from the field using different trap types
- Completes daily logs on vehicle use (maintenance checks, mileage)
- Repair and Maintain trapping equipment in good condition
- Assists other MC sections as required

### Laboratory Duties

- Prepares lab material for pooling- (place Label on vials, prepare processing boxes -taping, stripping)
- Processes mosquito samples collected from various trap types and habitats
- Upkeep of Lab equipment and freezers
- Stocks trapping media solution
- Secures CDC trapping supply of dry ice (CO<sub>2</sub>).
- Assist in Data entry for mosquito surveillance section
- Other Duties as assigned (Responsibilities include other duties as assigned, including responding to an emergency event)

### **Virology Laboratory Section**

Under the supervision of the Virologist, the MC Volunteer Field Lab Tech/Virology Lab Assistant provides general support services in the laboratory as well as performing basic technical tasks in preparation of laboratory samples for arbovirus testing. This includes: grinding and processing mosquito pools for testing; labeling of ELISA test plates and tissue culture flasks; assists with testing of mosquito samples by: ELISA, RAMP, Tissue Culture, and VectorTest; preparation of avian sera samples for testing by ELISA IgM antibody capture assay for detection of current SLE and West Nile viral antibodies; Data entry of all test results.

The volunteer/intern is also assigned to perform general laboratory tasks such as: Media/reagent preparation, pH determination, centrifugation, pipetting, filtration, and incubation; Cleansing and autoclave/sterilization of laboratory glassware and misc. lab ware. Conducts and maintains inventory of lab supplies. Daily temperature checks of incubators, refrigerators, and freezers. Clean and disinfect biohazard safety cabinets and work areas. Clean and disinfect mosquito homogenizers, and centrifuges. Package bio-hazardous waste materials for disposal. Responsibilities include other duties as assigned, including responding to an emergency event.

### **Field Operations Branch Volunteer/Intern Job Descriptions**

Internship opportunities exist within Field Operations in which the student can experience practical experiences that may be of interest to a future vector control professional. Examples include learning to raise and collect vector mosquitoes for testing as well as participate in a team related environment while conducting the tests themselves. The intern will also experience what is involved in conducting a public inspections in a broad-based educational setting that varies throughout Harris County.

### **Safety Program**

Relations allows for a comprehensive scope of the entire system its component and conditions, the relationships between them and the human interacting with them. For those individuals coming in to MC as volunteer or intern, they may assist with the following safety duties:

- Ensure all injured employees report their injury to their employee's supervisor and to Human Resources.
- Ensure follow-up and investigation takes place for all injuries- with urgency.
- Ensure employee's participation for cholinesterase test is accomplished at successful rate including seasonal and permanents. In this is a process HR and Disease Control & Clinical Health Division have a role for employment and filing requirement respectively.
- Ensure delineation of injuries, first-aid and near miss events and provide the appropriate medical care are reported at all times.
- Monitor and log employees chemical handling activities on the field before and during spray season following their threshold established.
- Survey pre and post ULV treatment operation based on the regulatory compliance NPDES requirements during mosquito control season.
- Ensure all employees TxDL are in compliance with MC policy and procedures when operate Harris County vehicles.

- Ensure that the support of relevant information with agencies inside or outside of HC is shared including e-mails and trainings that impact positively the safety culture and safety of the employees.

### **Alternative Mosquito Control & Applied Research (AMCAR)**

Alternative Mosquito Control & Applied Research (AMCAR) can provide several opportunities of interest to an individual pursuing a career in public health and/or arthropod-borne disease.

Duties include collection of *Aedes* and *Culex* eggs, rearing these species within insectaries for field and laboratory testing, assisting with field-based research trap collections, processing those collections within the laboratory, and performing insecticide bioassays under laboratory and field conditions.

### **Education/Training Program (1 position available)**

The practicum student will work directly with the Education/Training Coordinator to coordinate, schedule, and facilitate learning activities for students and community members on mosquitoes and the diseases they transmit. The student will develop a plan and learning materials/activities, coordinate with community organizations, schedule in-house staff to deliver mosquito control awareness messages, and collect participant data following the activities.

- Develop learning materials/activities for Mosquito Control Awareness Week.
- Identify in-house staff to deliver mosquito control awareness messages.
- Coordinate and schedule local schools and county libraries to participate.
- Prepare an article for In Touch-In Tune HCPH Employee Newsletter and the Texas Mosquito Control Association Newsletter.

### **Resource Management Program (1 position available)**

The practicum student will work with the Administrative Support Staff to provide receptionist and telephone support to the mosquito control division and administrative support to the Director of the HCPH Mosquito Control Division.

- Greet Visitors at the front office.
- Answers phone calls requesting information and services regarding mosquito control.
- Enters citizen request information into the Service Request/Inspection database.
- Photocopies materials, files correspondence and transmits faxes for the Division Director and the Administrative Section.
- Additional general administrative tasks, as needed.

## VETERINARY PUBLIC HEALTH DIVISION

The HCPH Veterinary Public Health Division protects the health and safety of the residents and pets of unincorporated Harris County by doing the following:

- monitoring the health and welfare of animals
- identifying current and emerging zoonotic diseases
- responding to zoonotic disease outbreaks
- investigating cases of animals biting people
- quarantining biting animals
- preparing for and responding to animal issues during natural disasters
- enforcing Harris County Animal Regulations
- educating Harris County citizens about zoonotic diseases
- creating a community of responsible pet owners, and
- picking up and sheltering stray, lost, owner surrendered, and abandoned animals

The Veterinary Public Health Division offers internship opportunities to Public Health and Veterinary technician students at our partnering schools, and volunteer opportunities to all community members who have a passion and interest for the health and welfare of animals.

### **Location**

Veterinary Public Health internships and many volunteer opportunities are located at the VPH animal shelter location: 612 Canino Road, Houston, Texas 77076.

### **Activities**

All Veterinary Public Health volunteers must first complete a volunteer orientation. After a brief orientation to the Veterinary Public Health Division, volunteers may assist with the following activities:

- Pet Adoption Counselor
- Foster Program
- Kitty Committee
- Special Events Team
- Photographer / Photo Assistant / Video
- Dog Ambassador Program
- Shelter Assistant

Veterinary Technician interns are able to work directly with the VPH Veterinarians in monitoring the overall health and welfare of the animals, assisting injured animals that come into the shelter, as well as assisting animals become prepared for adoption. Public Health students with an interest in animal health are provided specialized projects to fulfill their practicum requirements.

Please contact [vphvolunteer@hcphe.org](mailto:vphvolunteer@hcphe.org) to sign up for volunteer orientation, or the HCPH Volunteer & Intern Program Coordinator to learn more about internship opportunities.