Internships & Volunteers
Catalog 2019

Make a difference.

Promote the health and well-being of everyone in Los Angeles County with the Department of Public Health.
The Los Angeles County Department of Public Health (Public Health) works to protect health, prevent disease, and promote health and well-being for everyone in Los Angeles County. Los Angeles County is the largest county in the United States: home to over 10 million diverse residents and a travel destination for millions each year.

One of the Department’s top priorities is to advance health equity. Research has increasingly shown that social and economic conditions are the most significant drivers of individual and community health. Public Health is committed to reducing health inequities through community-based collaborations with a wide range of partners. Led by the Center for Health Equity, the Department strives to support policies, practices and programs that lead to healthier environments.

Through that equity lens, Public Health maintains a broad portfolio of essential programs and services. With 14 Public Health Centers located throughout LA County, the Department provides free and/or low-cost services to those without insurance or a regular health care provider, including immunizations and communicable disease testing and treatment.

Public Health also promotes healthy behaviors, such as engaging in regular physical activity, eating healthy foods, and refraining from tobacco use, in order to reduce the likelihood of developing a chronic disease. We advocate for access to health care coverage and a regular source of care, or medical home, which are important for early detection and management of chronic diseases. Public Health also ensures safe drinking water, promotes childhood vaccinations, and provides sexual health education to ensure the health of all residents. Additionally, Public Health Nurses make home visits to families and to first-time pregnant women; epidemiologists investigate the sources of disease outbreaks; and, Environmental Health Specialists ensure safe food, water, and housing.

I encourage you to join the over 4,000 Public Health professionals working to improve health and wellness across Los Angeles County. Please explore our internship and volunteer opportunities to discover the many ways that you can work with Public Health.

Best regards,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director, Los Angeles County Department of Public Health
Getting Started

1) Look through this catalog to identify an internship or volunteer opportunity that you’re interested in.

2) Email the listed contact and include the following:
   - Cover letter and resume.
   - Specify whether you are interested in an internship or volunteer opportunity. Both interns and volunteers will receive experience working with the Department of Public Health and contributing to the health and well-being of LA County residents.
     - Interns will receive academic credit or internship hours for their service and must be enrolled at a university with a partnership agreement with LA County.
     - Volunteers will not receive academic credit and do not need to be enrolled in a university.
   - Availability & Duration: Indicate the hours that you are available and your desired duration for interning or volunteering.

3) If the office you’ve contacted can host an intern or volunteer, they will contact you to schedule an interview.

For information about internships and volunteering, please see the FAQs. This catalog was published on 5/6/2019. Check publichealth.lacounty.gov/intern for updated versions. If you have any questions about internships and volunteering, email interns@ph.lacounty.gov.
Contents

**Community Health & Health Education** ............................................................................................................. 4
Community Services; Children’s Medical Services; Communications and Community Relations; Emergency Preparedness and Response; Communications and Public Affairs; Clinic Services; Nutrition and Physical Activity; Vaccine Preventable Disease Control; Veterinary Public Health

**Epidemiology and Research** ........................................................................................................................................ 6
Acute Communicable Disease Control; Rapid Assessment, Training, and Evaluation; Maternal, Child, and Adolescent Health Programs; Substance Abuse Prevention and Control; Tuberculosis Control Program; Vaccine Preventable Disease Control Program; Veterinary Public Health

**Health Policy and Management** ............................................................................................................................ 8
Center for Health Equity; Health Impact Evaluation; Children’s Medical Services; Chronic Disease and Injury Prevention; Communications and Public Affairs; Climate Change and Sustainability; Medical and Dental Affairs; Nursing Administration; Office of Planning; Office of Women’s Health; Substance Abuse Prevention and Control

**Public Administration** ........................................................................................................................................... 11
Administrative Services; Children’s Medical Services; Disease Control Administration; Financial Management; Grant Fund Development; Human Resources; Information Systems; Organizational Development and Training; Supply Chain Management; Space Planning/Facilities Management; Substance Abuse Prevention and Control

**Health Inspection** ............................................................................................................................................. 13
Environmental Health – District Surveillance and Enforcement; Health Facilities Inspection

**Question and Answers** ........................................................................................................................................... 14
Community Health & Health Education

Community Services - San Gabriel Valley, Regional Health Office
Position Description: Community Services – San Gabriel Valley Region (SPA 3) aims to address health disparities that arise from inequitable social, economic, and environmental conditions for residents in the San Gabriel Valley and surrounding areas. Community Services promotes healthy living for 47 cities and unincorporated areas, which includes over 1.7 million residents throughout the San Gabriel Valley. Assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaboratives.
Work Location: 330 West Maple Ave. Monrovia, CA 91016
Contact: Judith Tejero; E: itejero@ph.lacounty.gov

Community Services – Metropolitan Los Angeles, Regional Health Office
Position Description: Assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaboratives in Service Planning Area 4.
Work Location: 241 N. Figueroa St., Los Angeles, CA 90012
Contact: Monica Molina; E: MMolina@ph.lacounty.gov

Community Services – West & South LA Regional Health Office
Position Description: Interns/volunteers will be supporting its Program and Policy Development Unit. They may engage in projects related to community engagement and outreach, reproductive health, environmental health, homelessness, and trauma prevention. The duties include planning, implementing and/or evaluating public health activities; help facilitate and coordinate internal and external meetings; conducting research, literature reviews, and community assessments; creating resource lists; assisting health education staff with creating health education/outreach material; and assisting with community outreach events.
Work Locations: 3834 S. Western Ave, Los Angeles, CA 90062; 11833 Wilmingtton Ave, Los Angeles, CA 90059; 2509 Pico Blvd., Santa Monica, CA 90405.
Contact: Aneena Pokkamthanam; E: apokkamthanam@ph.lacounty.gov

Community Services – East Regional Health Office
Position Description: The Community Services internship offers direct experience with assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services.
Work Location: 7643 S. Painter Ave, Whittier, CA 90602
Contact: Alicia Martinez-Vargas; E: alicmartinez@ph.lacounty.gov

Community Services – South Bay, Regional Health Office
Position Description: The Community Services internship offers direct experience with assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services. Work alongside health educators in our regional health office.
Work Location: 123 W. Manchester Blvd, Inglewood, CA 90301
Contact: Leslie Lopez; E: leslope@ph.lacounty.gov
Children’s Medical Services – Social Work Internship

**Position Description:** Children’s Medical Services provides preventive screening, diagnostic, treatment, rehabilitation, and follow-up services to meet the specific health care needs of children and youth with special health care needs and provides related resources. We are seeking a Master of Social Work intern to perform multi-level practice work: individual, group, and systemic interventions. Intern will apply multiple treatment modalities and social work theory/frameworks to gain perspective and insight on patient/family dynamics. Intern will get experience with assessment, diagnosis, treatment planning, intervention, outcomes evaluation, and termination. Apply social work practices to multicultural populations. Interns will work on advocacy, resource referral, community needs assessment, evaluation, and documentation. Internship will provide macro skill development such as advocacy, evaluation, fundraising and development, grant writing, and program development.

**Work Location:** 9320 S. Telstar Ave, El Monte, CA 91731

**Contact:** Windy Gaston; E: wgaston@ph.lacounty.gov

Chronic Disease and Injury Prevention - Communications and Community Relations

**Position Description:** Communications and Community Relations creates media and public education campaigns. We are responsible for press events, media campaigns, press materials, media requests, social media, and web content for Chronic Disease and Injury Prevention programs. Interns/volunteers will assist with social media related to chronic disease and health promotion. They will assist with launch and press events for media campaigns (e.g., tobacco cessation, nutrition and physical education activity, and substance use disorder); edit and review reports, briefs, presentations, and press materials; assist with website content; and assist with documenting/photographing events.

**Work Location:** 3530 Wilshire Blvd., Los Angeles, CA 90010

**Contact:** Jennifer Florez; E: JFlorez@ph.lacounty.gov

Communications and Public Affairs - Health Education Administration

**Position Description:** Assist with developing, revising, testing, and translating educational materials. The materials will address diverse audiences including parents, students, health professionals, non-profit agencies, and faith-based organizations. Work with professionals throughout DPH on plain language, and health literacy and education.

**Work Location:** 313 N. Figueroa St., Los Angeles, CA 90019

**Contact:** Thelma Castro; E: tcastro@ph.lacounty.gov

Emergency Preparedness and Response

**Position Description:** Learn from one of the largest jurisdictions in California and develop lasting relationships in field of public health and emergency management. At the Emergency Preparedness and Response Division, we work to protect the health and safety of the community in public health emergencies, natural and/or man-made disasters, emerging infectious diseases, and other local emergencies. To maintain our readiness, we develop plans, collaborate and practice with our partners, and strive to build community resiliency. Interns may have the opportunity to support the department in emergencies. Assignments may include working on plans, trainings, developing educational materials, providing data management and analysis, and operationalizing outreach efforts in outbreaks and disasters. This is an opportunity explore and make a difference in the community. Preference for interns that are current undergraduate or graduate student in a public health, emergency management, and other related fields.

**Work Location:** 600 S. Commonwealth Ave, Los Angeles, CA 90005

**Contact:** Voncille McKinney; E: vmckinney@ph.lacounty.gov

Public Health Clinic Services

**Position Description:** Assist with planning, implementing and evaluating strategic priorities for clinic services for all 14 public health centers throughout Los Angeles County; create and test health education related materials; conduct community outreach via mobile unit and participate in internal committees and collaboratives.

**Work Location:** Central Health Center, 241 N. Figueroa St, Los Angeles, CA 90012

**Contact:** Gema Morales-Meyer; E: gemeyer@ph.lacounty.gov
**Nutrition and Physical Activity Program**

**Position Description:** The Nutrition and Physical Activity Program seeks Dietetic Interns, who are required to be enrolled in a Coordinated or Didactic Dietetic Internship Program that is affiliated with a university, or interns enrolled in MPH programs with a focus on nutrition. Project activities vary and may include: conducting environmental scans on healthcare centers and universities; writing reports and presenting on controversies in public health nutrition; writing reports and presenting on state/federal level legislation that affects public health nutrition; crafting responses to nutrition FAQs that come from the community; assisting in community nutrition education classes or food demonstrations; attending professional meetings and conferences; creating spreadsheets and analyzing data; and collecting information on food assistance programs available to the community.

**Work Location:** 3530 Wilshire Blvd., Los Angeles, CA 90010

**Contact:** Deyanira Abasta; E: dabasta@ph.lacounty.gov

**Vaccine Preventable Disease Control Program - Perinatal Hepatitis B Prevention Unit**

**Position Description:** The Perinatal Hepatitis B Prevention Unit works to protect hepatitis B positive women and their infants. Volunteers or interns may assist with case management activities, including working with patients, physicians, and hospitals. They may also work with state and local officials. Help maintain and monitor the perinatal hepatitis B website, develop or update health education materials, participate in creating and testing new case management module, assist in the development of online training modules for prenatal physicians, and participate in Performance Improvement measures and create reports to monitor performance.

**Work location:** 3530 Wilshire Blvd, Los Angeles, CA 90010

**Contact:** Shanda Rogers-Cordova; E: scordova@ph.lacounty.gov

**Veterinary Public Health**

**Position Description:** Veterinary interns will assist with animal disease surveillance, rabies control, and animal importation inspections. They will conduct literature reviews, develop educational handouts, and present on a One Health topic. Veterinary internship requires a minimum of 4 weeks, full time. Health education interns will assist with health education materials or campaigns focused on human and animal health. May include the creation of handouts, web-based materials, or educational messages for community members (e.g. schools, walking groups, veterinary clinics or physicians) or developing an outreach plan and creating related materials for specific communities. Volunteers will assist with data entry, report processing, disease investigations, public outreach, and current program projects. Preference is given to volunteers that are available for more than 3 months.

**Work Location:** 313 N Figueroa St, Los Angeles, CA 90012

**Contact:** Yulya Ghazarayan; E: vet@ph.lacounty.gov

**Epidemiology and Research**

**Acute Communicable Disease Control**

**Position Description:** Acute Communicable Disease Control manages investigations of infectious diseases across a range of diverse domains: foodborne (e.g., salmonella, E. coli), vector borne (e.g., West Nile virus, Zika virus), antimicrobial-resistant pathogens, select vaccine preventable diseases (e.g., influenza), healthcare-associated, and more (e.g., group A streptococcal infections). Intern duties may vary depending upon the topic and program needs and can include: completing data entry and managing datasets, obtaining medical records, conducting case interviews, assembling literature reviews, conducting analyses, and assisting with a range of surveillance and outbreak response activities.

**Work Location:** 313 N. Figueroa Street, Los Angeles, CA 90012

**Contact:** Jana Thiru; E: jthiru@ph.lacounty.gov
Chief Science Office - Rapid Assessment, Training and Evaluation

Position Description: Assist with designing and implementing rapid assessment surveys (2-3 pages; 1,000+ respondents; high response rates) on emergent public health issues that necessitate quick feedback. Activities include conducting literature reviews using PubMed and Google searches; completing data entry and cleaning; developing, preparing and implementing surveys; and assisting with narratives, tables, and graphs.

Work Location: 313 N. Figueroa St, Los Angeles, CA 90012
Contact: Lisa V. Smith; E: lismith@ph.lacounty.gov

Maternal, Child, and Adolescent Health Programs (MCAH) - Children’s Health Outreach

Position Description: Duties include: assessing community trends and services related to MCAH problems, community presentations, data management (e.g., data collection, entry, analysis), geo-mapping, grant writing, literature review, manuscript preparation, planning and participating in bi-monthly healthcare access collaborative meetings, and policy development. Graduate interns may further assist in the planning and conducting of studies related to Children’s Health Outreach and/or Help Me Grow administration and/or program functions including data systems, policies, procedures, operations, and administrative practices. Preference for an intern (rather than volunteer) and current undergraduate or graduate student in a public health-related field.

Work Location: 600 S. Commonwealth Ave., Los Angeles, CA 90005
Contact: Steve Baldwin; E: sbaldwin@ph.lacounty.gov

Maternal, Child, and Adolescent Health Programs (MCAH) - Epidemiology

Position Description: Support the implementation of three population based epidemiological surveys; specific duties include reviewing the survey tools, conducting phone interviews, and tracking project progress. Work with staff to develop health briefs or conduct further analyses on various MCAH issues. Assist in disseminating project findings to stakeholders and community partners. Assist with program evaluation activities and program/project improvements. Assist with conducting focus groups to inform project design and implementation; specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and making recommendations to project implementation. Assist in literature review on MCAH related topics. Support staff in maintaining and designing website and MCAH Data Center; assist with periodic updates of tracking preconception and interconception health indicators in website data. Assist with designing and developing health education and program materials incorporating evidence-based practices and accounting for health literacy.

Work Location: 600 S. Commonwealth Ave., Los Angeles, CA 90005
Contact: Shin Margaret Chao, E: schao@ph.lacounty.gov

Substance Abuse Prevention and Control (SAPC) - Quality Assurance and Epidemiology

Position Description: Assist with organizing clinical case reviews. Coordinate clinical trainings for provider network. Conduct epidemiological studies and data cleaning/analyses to inform program planning and policy development.

Work Location: 1000 S. Freemont Ave, Alhambra, CA 91803
Contact: Hugo Viramontes; E: hviramontes@ph.lacounty.gov

Tuberculosis Control Program

Position Description: The Tuberculosis Control Program works to prevent the transmission of tuberculosis within LA County. We are seeking a Masters of Public Health student to assist with community outreach and coalition work to stop the spread of TB.

Work Location: 2615 S. Grand Avenue, Los Angeles, CA 90007
Contact: Clarissa Torres; E: CICTorres@ph.lacounty.gov
**Vaccine Preventable Disease Control Program - Epidemiology**

**Position Description:** The Vaccine Preventable Disease Control Program (VPDC) conducts surveillance and manages investigations of vaccine preventable diseases such as pertussis (whooping cough), measles, mumps, etc. Interns and volunteers will assist with gathering case management information from medical providers, laboratories, schools, patients, and other agencies to investigate vaccine-preventable diseases reports. They will assist with surveillance data management activities, including electronic data entry, organization, cleaning, analysis, and a quarterly data reconciliation process, which documents the status and disease disposition of every suspect disease report. They will review case report forms from health district nurses or surveillance staff to ensure accuracy and completeness.

**Work Location:** 3530 Wilshire Blvd, Los Angeles, CA 90010  
**Contact:** Shanda Rogers-Cordova; E: scordova@ph.lacounty.gov

**Veterinary Public Health - Epidemiology**

**Position Description:** Work on projects that include survey design, implementation, data analysis, report-writing, educational materials development, and in-person presentations. Topics include an intersection of human and animal health. An ideal candidate should have the ability to write a 3-5-page proposal on a research topic, including phases of work, literature reviews, and writing skills.

**Work Location:** 313 N Figueroa St, Los Angeles, CA 90012  
**Contact:** Yulya Ghazarayan; E: vet@ph.lacounty.gov

**Health Policy and Management**

**Center for Health Equity**

**Position Description:** The mission of the Center for Health Equity is to ensure everyone has the resources and opportunities needed to achieve optimal health and well-being. The Center’s strategic priorities include: providing useful and inclusive health equity data; supporting policy and systems change for the equitable distribution of opportunity and resources; building partnerships that share power and respect community autonomy; and strengthen organizational readiness and capacity to advance health equity. Visit healthequity.lacounty.gov for more information. The Center is seeking a master-level intern or volunteer to research best practices for data collection and disaggregation; input and analyze workforce survey data; track local, state, and federal policies and news; develop recommendations for a multi-media strategy and communications; and/or develop reports, data profiles, infographics and other written materials on social determinants of health and race equity.

**Work Location:** 313. N. Figueroa St., Los Angeles, CA 90012  
**Contact:** Jerome Blake; E: jblake@ph.lacounty.gov

**Chief Science Office - Center for Health Impact Evaluation**

**Position Description:** Volunteers and interns will assist with projects analyzing programs and policies. Projects rely on a variety of quantitative and qualitative tools such as statistics, simulation modeling, focus groups, and interviews with key stakeholders to help the Department of Public Health, other agencies, and the public assess the potential impact of future program and policy decisions. Interns and volunteers will have the opportunity to gain experience in various aspects of the Center’s projects including: literature reviews, quantitative and qualitative data collection and analysis, manuscript and report writing, community engagement, and meeting facilitation. Opportunities to intern or volunteer with the Center for Health Impact Evaluation vary based on current project needs and timelines.

**Work Location:** 313 N. Figueroa St, Los Angeles, CA 90012  
**Contact:** Laura Stroud; E: lstroud@ph.lacounty.gov
Children's Medical Services - Policy

Position Description: Children's Medical Services provides preventive screening, diagnostic, treatment, rehabilitation, and follow-up services to meet the specific health care needs of children and youth with special health care needs and provides related resources. We are seeking a graduate student with a background in public health, social science, communications, community engagement, or policy to assist with research, analysis, organizational management, policy development and implementation, or engaging community stakeholders and DPH staff. Interns will develop strategic and work plans to accomplish Departmental goals.

Work Location: 9320 Telstar Ave., El Monte, CA 91731
Contact: Craig Vincent-Jones; E: cvincent-jones@ph.lacounty.gov

Chronic Disease and Injury Prevention – Multiple Programs

Position Description: Opportunities are available in epidemiology, public policy, social work, and urban planning. Work on reducing the risk and burden of chronic disease, injury, and social conditions that affect health. Programs include: Injury and Violence Prevention, Nutrition and Physical Activity, Senior Health, Cardiovascular and School Health, Policies for Livable, Active Communities and Environments, and Tobacco Control and Prevention Program. Visit publichealth.lacounty.gov/chronic for additional information on programs.

Work Location: Varying, Los Angeles, CA 90010
Contact: Deyanira Abasta; E: dabasta@ph.lacounty.gov

Communications and Public Affairs

Position Description: Provide support to the Executive Office’s Communications and Public Affairs division, which consists of the following units: Communications Support, Policy and Legislative Affairs, and Public Information. Assists with policy analysis, legislative research, bill tracking, and policy development; researching, developing, and editing health education materials for community engagement; researching and developing articles for internal newsletters and publications; and developing press releases and social media content to inform the public about public health issues.

Work Location: 313 N. Figueroa St., Los Angeles, CA 90012
Contact: Louise Garcia; E: lgarcia@ph.lacounty.gov

Environmental Health - Climate Change and Sustainability

Position Description: The mission of the Climate Change and Sustainability Program is to protect LA County residents, especially the most vulnerable, from climate impacts by promoting actions that slow climate change and build resilience. Opportunities are available to assist with conducting literature reviews, developing policy recommendations, analyzing data, creating online and social media messaging and other communications materials, writing reports, conducting outreach, and delivering presentations.

Work Location: 5050 Commerce Dr., Baldwin Park, CA 91706
Contact: Susan Lesser; E: slessor@ph.lacounty.gov

Medical Affairs

Position Description: Assist with creating medical toolkits and protocol implementation for hospital systems. Develop health education materials to be disseminated to Los Angeles County residents for topics such as the health effects of oil drilling. Ideal intern or volunteer should be knowledgeable about hospital systems, electronic health records, and community health, and have strong writing skills.

Work Location: 241 N. Figueroa St, Los Angeles, CA 90012
Contact: Seira Kurian; E: skurian@ph.lacounty.gov
**Nursing Administration**

**Position Description:** Support various projects in Nursing Administration. Assist in planning and developing evidence-based training programs aimed at increasing staff skill in evidence-based public health nursing practice and information technology; assist in providing trainings to enhance the skills of public health employees; develop evaluation tools to measure effectiveness of trainings; conduct work flow analysis; update/maintain internet/intranet websites; assist in teaching opportunities for educational training; communicate with various graduate programs from other schools to promote Public Health and LA County; assist in data entry, management, and analysis; and write reports.

**Work Location:** 241 N. Figueroa St., Los Angeles, CA 90012

**Contact:** Tricia-Nicole Gandela; E: tgandela@ph.lacounty.gov; Jennifer Rivera, E: jrivera@ph.lacounty.gov; Lucille Rayford, E: lrayford@ph.lacounty.gov

**Office of Planning**

**Position Description:** The Office of Planning leads community and Department-wide health planning projects and provides technical support to DPH Programs in the areas of program planning and strategic planning. Interns and volunteers will assist in the implementation of the Community Health Improvement Plan, a multi-year strategic plan for DPH and community stakeholders to collaboratively improve the health of all residents. This includes working with and supporting community partners on key public health priorities to achieve health improvement objectives. Interns and volunteers will also provide support to the Community Prevention and Population Health Task Force, a group of 25 public health leaders who make policy and systems change recommendations to the Los Angeles County Board of Supervisors as well as the Health Agency. Support includes coordinating meetings, designing agendas, and assisting with the development of policy recommendations.

**Work location:** 313 N. Figueroa St, Los Angeles, CA 90012

**Contact:** Emily Caesar; E: ecaesar@ph.lacounty.gov

**Office of Women's Health**

**Position Description:** Review all Women's Health related legislation and keep staff abreast of important issues. Create surveys and pre/post-tests for data collection to inform health programs. Research and write-up on key women's health issues. Work with staff on health briefs, infographics, and trend analysis about women's health topics. Assist with planning for women's health related events/conferences. Research and create survey tools and educational material on domestic violence and other women's health issues.

**Work Location:** 1000 S. Fremont Ave, Alhambra, CA 91803

**Contact:** Mari-Ellen Long; E: MLong@ph.lacounty.gov

**Substance Abuse Prevention and Control - Adult Systems of Care and Family Services Unit**

**Position Description:** Assist with research and analysis on strategies aimed at improving coordination of substance use disorder patient care across health and social service delivery systems; support the expansion of evidence-based programs based on the latest research and standards for the field (e.g., utilization of medication assisted treatment, therapeutic programs for individuals with co-occurring disorders); assist with the development of processes and procedures for improving services within a region, and develop stronger relationships among service providers and improved care coordination. Assist the Family Services Unit analyzing on coordination and implementation of substance use disorder programs (e.g., individuals involved with the Department of Children and Family Services, Public Social Services, Family Dependency Drug Court); support the expansion of evidence-based programs based for special populations (e.g., LGBT), individuals with co-occurring disorders, veterans, and perinatal.

**Work Location:** 1000 S. Fremont Ave, Alhambra, CA 91803

**Contact:** Lonie Lau; E: llau@ph.lacounty.gov
Substance Abuse Prevention and Control - Substance Use Health and Policy Management

**Position Description:** Assist staff in developing, implementing, and evaluating evidence-based and innovative alcohol and other drugs (AOD) community prevention programs in Los Angeles County. Assess community trends and service needs related to AOD issues. Foster community coalitions and networks to organize alcohol and drug-free activities. Promote community-based and policy-level change to reduce access and availability of substances of abuse.

**Work Location:** 1000 S. Fremont Ave, Alhambra, CA 91803

**Contact:** Stephanie Chen; E: schen7@ph.lacounty.gov

Substance Abuse Prevention and Control - Strategic and Network Development

**Position Description:** Conduct research and analysis on legislation and regulations; participate in stakeholder workgroups to design/update substance use disorder services benefits package; support development and implementation of training and technical assistance efforts; and assist with developing reports and other publications. Develop materials to inform the public and partner agencies about available substance use disorder services; coordinate and conduct community presentations; support efforts to inform patients about service options and rights; and support design and development of marketing and promotional efforts targeting the public/patients.

**Work Location:** 1000 Fremont Ave, Alhambra, CA 91803

**Contact:** Michelle Gibson; E: migibson@ph.lacounty.gov

Public Administration

Administrative Services

**Position Description:** Support special projects associated with supply chain management, grant management, facilities management, customer service improvement, and other administrative assignments. Proofread documents and other written work. Take notes, prepare briefs, and write synopses of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters. Assist in collecting and analyzing data, preparing charts and reports. Participate in studies and prepare reports, gather and analyze data on existing programs, conduct surveys, and studies. Assist in drafting forms, policies, and procedures.

**Work Location:** 5555 Ferguson Dr., Commerce, CA 90022

**Contact:** Federico Rangel Jr; E: frangeljr@ph.lacounty.gov

Children’s Medical Services - Clerical

**Position Description:** Support with clerical duties including answering phones, scanning/copying documents, filing; assisting therapy staff including cleaning work areas, toys and equipment before and after treatments, bulletin board projects; assisting with data entry, creating and updating documents, databases and forms; filing, scanning, answering/making phone calls, creating/updating databases, and special projects.

**Work Location:** 9320 Telstar Ave., El Monte, CA 91731

**Contact:** Sylvia Duarte; E: sduarte@ph.lacounty.gov

Disease Control Administration

**Position Description:** Provide support to the administrative office of the Bureau of Disease Control, which consists of the Division of HIV/STD Programs, Communicable Disease Control and Prevention, Community Services, Clinic Services, Public Health Labs, Division of Medical and Dental Affairs, and Nursing Administration. Assists with literature reviews, research, implementation of evidence-based practices, preparation of high-level reports/presentations/executive assignments, and project/program planning, implementation and evaluation.

**Work Location:** 313 N. Figueroa St., Los Angeles, CA 90012

**Contact:** Susan Amador; E: superez@ph.lacounty.gov
Financial Management

**Position Description:** Financial Services oversees the financial operations for the Department of Public Health, including grant performance monitoring and invoice processing, financial activities coordination, expenditure target setting and monitoring, fiscal review of purchase orders, processing of mileage and travel reimbursement and other fiscal related troubleshooting matters. Assist in the budget process and grants management for Public Health programs.

**Work Location:** 5555 Ferguson Dr., Commerce, CA 90022

**Contact:** Victor Cortez; E: vcortez@ph.lacounty.gov

Grant Fund Development Unit

**Position Description:** Assist in the successful acquisition and implementation of grants. Receive experience with the grant application process, policies and procedures of LA County contracting, as well as financial, logistical, and operational processes of the Department of Public Health. Support efforts to improve and streamline the grant process.

**Work Location:** 5555 Ferguson Dr, Commerce, CA 90022

**Contact:** Federico Rangel Jr; E: frangeljr@ph.lacounty.gov

Human Resources

**Position Description:** Evaluate payroll practices to determine where efficiencies can be implemented to reduce staff overtime. Review the processes for coordinating meetings with unions, notifications of equity complaints, and coordination with Departmental offices on grievances. Work on making human resources operations more efficient. Identify ways to reduce the lag time for onboarding new employees. Work on recruitment strategies for high demand positions. Assist with grievance hearings. Contribute to internal policy review and revision. Conduct application reviews and review work flow processes.

**Work Location:** 5555 Ferguson Dr, Commerce, CA 90022

**Contact:** Natalie Maldonado-Suarez; E: NMaldonado-Suarez@ph.lacounty.gov

Information Systems

**Position Description:** Work on website redesign and assist with the inventory of all the content on the websites, identifying what information needs to be migrated, what will be migrated or removed, and support the design workshops. Conduct research on technologies to enhance civic engagement with our communities. Conduct an evaluation of solutions on the market, facilitation of product demonstrations, and research into digital marketing trends and outreach strategies. Assist with efforts to acquire and implement new data analytics tools (e.g., SAS Enterprise, Power BI, etc.) and corresponding data repositories. This would include working with Department experts on data management strategies. Assist with efforts to acquire and implement a new data exchange platform with the Health Agency to enable standards-based data sharing of sensitive information with partners.

**Work Location:** 5555 Ferguson Dr, Commerce, CA 90022

**Contact:** David Cardenas; E: dcardenas@ph.lacounty.gov

Organizational Development and Training

**Position Description:** Contribute to workforce development projects within the Department of Public Health. Current projects include infographics education, web design, wellness program, and program evaluation. This is a great opportunity for people interested in health education, management, and administration and will provide a broad overview of the work done within the Department of Public Health.

**Work Location:** 600 S. Commonwealth Ave, Los Angeles, CA 90005

**Contact:** Bernie Lau; E: blau@ph.lacounty.gov
**Space Planning/Facilities Management**

**Position Description:** Assist with the evaluation, development, and improvement of space planning and facilities management services. Review of space planning documents; development of policies and procedures associated with space planning and facilities management; and development of tools and resources for facilities management.

**Work Location:** 5555 Ferguson Dr, Commerce, CA 90022

**Contact:** Federico Rangel Jr.; E: frangeljr@ph.lacounty.gov

**Supply Chain Management**

**Position Description:** Assist with the evaluation, development, and improvement of the administrative infrastructure for supply chain management services. Duties include review of existing procedures and policies, development of policies and procedures associated with supply chain management, and development of tools and resources for constituents.

**Work Location:** 5555 Ferguson Dr, Commerce, CA 90022

**Contact:** Federico Rangel Jr.; E: frangeljr@ph.lacounty.gov

**Substance Abuse Prevention and Control - Contracts**

**Position Description:** Assist in the development, implementation, and evaluation of policies and contractual documents to manage publicly funded substance use disorder programs.

**Work Location:** 1000 S. Freemont Ave, Alhambra, CA 91803

**Contact:** Daniel Deniz; E: ddeniz@ph.lacounty.gov

**Health Inspection**

**Environmental Health – District Surveillance & Enforcement**

**Position Description:** Health inspection interns will be assigned among various Environmental Health programs located countywide, as an apprentice to an inspector. Interns will observe and learn tasks and duties of field inspectors and have an opportunity for hands-on practice. The internship provides 80-180 hours of exposure to Environmental Health Division activities and is designed for juniors and seniors earning credit toward graduation. This internship is offered in three sessions: Spring (Feb-Apr), Summer (Jun-Aug), and Fall (Oct-Dec). Please complete the following additional application. Application deadlines are November 30 for spring, March 31 for summer, July 31 for fall.

**Work Location:** Varies.

**Contact:** Gwendolyn Smith-Jackson; E: gjackson@ph.lacounty.gov

**Health Facilities Inspection**

**Position Description:** Interns will receive exposure to the oversight and enforcement of state and federal regulations as it relates to health facilities. Health Facilities Inspection Division monitors nursing facilities, hospitals, congregated living facilities, drug and alcohol treatment facilities, home health agencies, and hospice care facilities. The intern may work with surveyors and evaluators of health facilities, as well as administrators.

**Work Location:** 5050 Commerce Drive, Baldwin Park, CA 91706

**Contact:** Stephen Fok; E: SFok@ph.lacounty.gov
Questions and Answers

What is the difference between an intern and volunteer?

A volunteer serves with the Department of Public Health to gain experience and/or personal fulfillment. Volunteers will not receive academic credit. Volunteers can include community members, students, or any qualified individual interested in serving LA County.

An intern is a student that works with the Department of Public Health to gain experience and receive academic credit for their participation.

What are the requirements for an internship?

You must be enrolled at a university with a partnership agreement with LA County.

Students must have junior, senior, or graduate level standing and be completing their internship for academic credit or internship hours.

Interns must submit an application to the Department of Human Resources Academic Internship Program: https://www.governmentjobs.com/careers/lacounty/jobs/1197376/academic-internship

Which schools have partnerships with Los Angeles County for internships?

As of September 1, 2015, Partner Colleges/Universities include:

Allegheny College
Alliant International University
Antioch University
Arcadia University
Argosy University Inland Empire
Argosy University Los Angeles
Azusa Pacific University School of Business and Management
Benedictine University
Brescia University
California Baptist University
California State University (All Campuses)
Capella University
Carroll College
Charles Drew University of Medicine & Science
Chicago School of Professional Psychology
Claremont Graduate University Masters of Public Health
Columbia University
Emerson College
George Washington University, Milken Institute School of Public Health
Grand Canyon University
Loma Linda University
Missouri State University School of Public Health
Mount Saint Mary's University
National University
Northern Illinois University
The Ohio State University
Saint Louis University
Syracuse University
Touro University California
Tulane University
University of California Los Angeles Fielding School of Public Health
University of California Los Angeles Luskin School of Public Affairs
University of California Merced
University of California Riverside School of Public Policy
University of Georgia
University of Hawaii at Hilo
University of Kentucky
University of La Verne
University of Massachusetts-Dartmouth
University of Nevada, Las Vegas
University of North Carolina at Chapel Hill School of Global Public Health
University of Southern California School of Communication & Journalism
University of Southern California Price School of Public Policy
University of Southern California School of Gerontology
University of Southern California School of Public Health
University of Southern California School of Social Work
Walden University
Washington University in St. Louis
Western University of Health Sciences
Whittier College
What can I do if my school does not have a partnership agreement with LA County?

You may also gain experience as a volunteer with the Department of Public Health. However, you will not receive academic credit as a volunteer.

You can email the Academic Internship Program at Interns@hr.lacounty.gov and provide them with the name of your college or university’s Internship Coordinator, as well as their phone number and email address. They will contact your school and inquire about an agreement. Some schools decide not to enter into a partnership with the County of Los Angeles, which means students from those institutions are not eligible to participate in internships with LA County.

Are internships and volunteer positions paid opportunities?

No, the Department of Public Health is currently not offering paid intern or volunteer positions. However, LA County often has opportunities for Student Professional Workers, which are paid positions for students enrolled in school.

Comparison of internship, volunteer, and student professional worker opportunities:

<table>
<thead>
<tr>
<th></th>
<th>Professional Experience Provided</th>
<th>Academic Credit Offered</th>
<th>School Enrollment Required</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Volunteer</td>
<td>●</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Professional Worker</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

How do I apply?

1. Review Offerings.
2. Send cover letter and resume to listed point of contact from the catalog.
3. The office will contact you if they can host an intern or volunteer.

What should I do if I don't hear back after an interview?

We would recommend sending one follow up email. If you do not get a response, it would be best to look for another opportunity.

How many hours per week are internships?

As a general rule, interns are expected to be available at least 8 hours a week.
Can Los Angeles County employees also participate in internships?

Yes, County employees can apply to be interns. County employees should work with their current supervisors to ensure that internships do not conflict with work obligations. Employees should follow the same process detailed above to apply.

Does the Department of Public Health have nurse preceptorships?

The Department of Public Health only offers nurse preceptorships with the 9 universities that have affiliation agreements. Nurse preceptorships must be arranged through the university. In addition, students need to be completing their Community/Public Health Nursing practicum to participate in a preceptorship with us. Nursing students must be a part of a cohort that is accompanied by a clinical instructor in order to rotate in the Department of Public Health. The affiliated universities include:

- Azusa Pacific University
- California State University Fullerton
- California State University Los Angeles
- California State University Dominguez Hills
- California State University Northridge
- Charles Drew University
- University of California Los Angeles
- West Coast University
- Western University