Make a difference.
Promote the health and well-being of all Los Angeles County residents 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 provide the following:
   - **Cover letter** and resume.
   - Specify whether you are interested in an internship or volunteer opportunity. *Interns* will receive academic credit or internship hours for their participation and *volunteers* will not receive academic credit. Both interns and volunteers will receive experience working with the Department of Public Health (DPH) and contributing to the health and well-being of LA County residents.
   - 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 volunteers, please see the FAQs on page 13. If you have any questions about internship and volunteer opportunities, email interns@ph.lacounty.gov.
Health Education Opportunities

Community Health Services - Service Planning Areas 3 & 4

**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.

**Work Location:** Varying; Service Planning Areas 3 & 4 are the San Gabriel Valley and Metropolitan Los Angeles.

**Contact:** Monica Molina, E: mmolina@ph.lacounty.gov

Community Health Services - Service Planning Areas 5 & 6

**Position Description:** The Service Planning Area (SPA) 5 and 6 Area Health Office is looking for an energetic Public Health Intern to support the Program and Policy Development Unit of the Area Health Office. In this role, the Public Health Intern will support the unit’s community engagement and workforce development functions, as well as provide administrative support. The duties of the position include, but are not limited to: assist with planning, coordinating, facilitating, and/or evaluating staff meetings and/or trainings; conduct research and literature reviews; help conduct community assessments and create resource lists; support policy efforts by tracking relevant local and statewide policies; assist health education staff with creating health education/outreach material; and assist with community outreach events as needed.

**Work Location:** South and West Area Health Office: 3834 S. Western Ave, Los Angeles, CA 90062.

**Contact:** Aneena Pokkamthanam, E: apokkamthanam@ph.lacounty.gov

Community Health Services - Service Planning Area 7

**Position Description:** The health education 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 local area health office, which serves the communities of Artesia, Bell, Bellflower, Bell Gardens, Cerritos, City of Commerce, City Terrace, Cudahy, Downey, East Los Angeles, Hawaiian Gardens, Huntington Park, La Habra Heights, Lakewood, La Mirada, Los Nietos, Maywood, Montebello, Norwalk, Pico Rivera, Santa Fe Springs, Signal Hill, South Gate, Vernon, Walnut Park, and Whittier.

**Work Location:** 7643 S. Painter Avenue, Whittier, CA 90602

**Contact:** Linda Quilizapa, E: lquilizapa@ph.lacounty.gov

Community Health Services - Service Planning Area 8

**Position Description:** The health education 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 local area health office, which serves the communities of Athens, Avalon, Carson, Catalina Island, El Segundo, Gardena, Harbor City, Hawthorne, Inglewood, Lawndale, Lennox, Long Beach, Hermosa Beach, Manhattan Beach, Palos Verdes Estates, Rancho Dominguez, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, San Pedro, and Wilmington.

**Work Location:** 7643 S. Painter Avenue, Whittier, CA 90602

**Contact:** Leslie Lopez, E: leslope@ph.lacounty.gov
Executive Office: Office of Communications and Public Affairs

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. The intern will work with professionals throughout the department to learn more about plain language, health literacy, and health education.

Work Location: 313 N. Figueroa St., Los Angeles, CA 90019
Contact: Thelma Castro, E: tcastro@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

Veterinary Public Health

Position Description, Health Education: Assist in the development of health education materials or campaigns focused on human and animal health. May include the creation of handouts, web based materials or educational messages to be used by community members (e.g. bite prevention messages for use by schools, health messages for walking groups, materials for veterinary clinics or physicians) or develop an outreach plan and creating related materials for specific communities.

Work Location: 313 N Figueroa St, Los Angeles, CA 90012
Contact: Karen Ehnert, E: vet@ph.lacounty.gov

Epidemiology Opportunities

Chief Science Office

Position Description, Rapid Assessment, Training and Evaluation: 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; assisting in development and review of narratives, tables, and graphs.

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

Position Description, Policy Analysis Unit: Assist in conducting Health Impact Assessments, which provide opportunities for interns to gain experience in a number of areas including: literature reviews, cost analyses, manuscript preparation, policy development, community engagement, qualitative data collection and analysis, and meeting facilitation.

Work Location: 313 N. Figueroa Street, Los Angeles, CA 90012
Contact: Emily Caesar; E: ecaesar@ph.lacounty.gov
**Tuberculosis Control Program**
**Position Description:** Seeking a Masters of Public Health student to assist with developing Access databases to store high-risk homeless patient data; creating TB fact sheets; summarizing data in text and graphical formats; assisting with implementation of the ‘Automated Video Directly Observed Therapy’ (VDOT) project; conducting statistical calculations; and assisting with drafting patient and provider surveys.
**Work Location:** 2615 S. Grand Avenue, Los Angeles, CA 90007
**Contact:** Clarissa Torres, E: ClTorres@ph.lacounty.gov

**Emergency Preparedness and Response**
**Position Description:** Contribute to the Community Resilience project by identifying gaps in disaster preparedness among vulnerable populations and determine how local agencies can better plan and coordinate disaster plans for them. Under the supervision of the Director of the Community Resilience Unit, the intern will provide assistance with focus groups, education and compiling data for this project. They will provide assistance with compiling the data to assess needs and develop resources for parents of children with disabilities and/or children with access and functional needs.
**Work Location:** 600 Commonwealth Ave, Los Angeles, CA 90005
**Contact:** Danny Huang, E: dhuang@ph.lacounty.gov

**Acute Communicable Disease Control**
**Position Description:** Acute Communicable Disease Control manages investigations of infectious diseases across a range of diverse domains: foodborne (salmonella, E. coli, etc.), vector borne (West Nile virus, Zika virus), antimicrobial-resistant pathogens, select vaccine preventable diseases (influenza), healthcare-associated, and more (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:** Maribel Keys, E: mkeys@ph.lacounty.gov

**Maternal, Child, and Adolescent Health Programs (MCAH)**
**Position Description, Children’s Health Outreach:** 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.
**Desired Qualifications:** Preference for an Intern (rather than volunteer); Current undergraduate or graduate student in a Public Health-related field; Not previously served as an intern for LAC DPH; Willingness to learn about DPH as a potential future career.
**Work Location:** 600 S. Commonwealth Ave., Los Angeles, CA 90005
**Contact:** Nicholas Pisca, E: npisca@ph.lacounty.gov
Maternal, Child, and Adolescent Health Programs (MCAH)

**Position Description, Epidemiology:** 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 in program evaluation activities; communicate findings for program/project improvements. Assist with conducting focus groups to solicit feedback 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

Veterinary Public Health

**Position Description, Epidemiology:** 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:** Karen Ehnert, E: vet@ph.lacounty.gov

Health Policy and Management Opportunities

**Bureau of 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 Health Services, 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

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 wellbeing. Initial Center priorities include: infant mortality, sexually transmitted diseases, environmental justice, health neighborhoods, and cultural and linguistic competency. The Center is seeking a master-level intern or volunteer to work on a variety of projects, such as: Collate and analyze literature and data related to social determinants of health, race equity, and health equity; Input and analyze workforce survey data on health and race equity; Develop a series of infographics depicting inequities related to infant mortality, sexually transmitted diseases, environmental justice, and language; and/or Develop reports, data profiles, and other written materials on social determinants of health and race equity, with a focus on education and housing.

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

**Contact:** Elycia Mulholland Graves; E: EMulhollandGraves@ph.lacounty.gov
Executive Office: Office of 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; *Health Education Administration; 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.  

*See Health Education Opportunities

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

Contact: Louise Garcia; E: lgarcia@ph.lacounty.gov

Climate Change

Position Description: Assists in the delivery of the Climate & Health Workshop Series at various County locations, and supports rollout of the Department of Public Health’s Climate and Health Initiative.

Work Location: 5050 Commerce Dr., Baldwin Park, CA 91706.

Contact: Elizabeth Rhoades, E: erhoades@ph.lacounty.gov

Substance Abuse Prevention and Control

Position Description, Planning and Development: Conduct research and analysis on proposed/enacted legislation and regulations; participate in stakeholder workgroups to design/update substance use disorder benefit package; support development and implementation of training and technical assistance efforts; and assist with developing reports and other publications.

Work Location: 1000 Fremont Ave, Alhambra, CA 91803

Contact: Michelle Gibson, E: migibson@ph.lacounty.gov

Position Description, Marketing and Beneficiary Engagement: 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

Position Description, Adult Systems of Care: Conduct research and analysis on strategies aimed to improve coordination of substance use disorder patient care across health and social service delivery systems (e.g., individuals with complex health needs); conduct research and analysis to 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 responsiveness and coordination of services within a defined geographic region, and support the development of stronger relationships among service providers and improved care coordination for patients.

Work Location: 1000 Fremont Ave, Alhambra, CA 91803

Contact: Yanira A. Lima, E: ylima@ph.lacounty.gov

Position Description, Adult Systems of Care – Family Services Unit: Conduct research and analysis on strategies aimed to improve coordination and implementation of family services-related substance use disorder programs (e.g., individuals involved with the Department of Children and Family Services, Public Social Services, Family Dependency Drug Court, etc.); conduct research and analysis to support the expansion of evidence-based programs based on the latest research and standards for the field for special populations (e.g., lesbian, gay, bisexual, and transgender (LGBT), individuals with co-occurring disorders, veterans, and perinatal).

Work Location: 1000 Fremont Ave, Alhambra, CA 91803

Contact: Yanira A. Lima, E: ylima@ph.lacounty.gov
Substance Abuse Prevention and Control

**Position Description, Substance Use Health and Policy Management:** Assist staff in developing, implementing, and evaluating evidence-based practice alcohol and other drugs (AOD) prevention and treatment programs in Los Angeles County. Assess community trends and service needs related to AOD issues.

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

**Contact:** Yolanda Cordero, E: ycordero@ph.lacounty.gov

Chronic Disease and Injury Prevention

**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.

**Work Location:** Varying

**Contact:** Deyanira Abasta, E: dabasta@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, pre- and post- tests of various kinds of health programs for data collection. 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 tool and educational material on domestic violence and other women’s health issues.

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

**Contact:** Denise Pacheco, E: dpacheco@ph.lacounty.gov

Maternal, Child, and Adolescent Health Programs

**Position Description:** The Child and Adolescent Health Program and Policy Unit within the Maternal, Child and Adolescent Health (MCAH) Division offers internship opportunities for undergraduate and graduate students interested in the following topic areas: reducing the burden of asthma, removing barriers to breastfeeding, and improving birth and childhood outcomes, all through the lens of the social determinants of health. Activities may include: exploring best practices and model programs, planning and participating in community events, policy work, literature reviews, grant writing, strategic planning, and website and social media development to improve initiative visibility.

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

**Contact:** Robert Gilchick, E: rgilchick@ph.lacounty.gov

Children's Medical Services

**Position Description, Mobile Therapy Unit:** 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:** Varying.

**Contact:** Sylvia Duarte, E: sduarte@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; Jose Escobar, E: jescobar@ph.lacounty.gov; Lucille Rayford, E: lrayford@ph.lacounty.gov

Community Health Services

**Position Description:** Clinical opportunities for undergraduate nursing students are available in conjunction with Nursing Administration.

**Work Location:** Varying.

**Contact:** Gema Morales-Meyer E: Gemeyer@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

Veterinary Public Health

**Position Description, Veterinary Interns:** Assist with animal disease surveillance, rabies control, and animal importation inspections. Conduct literature reviews, develop educational handouts, and present on a One Health topic. Veterinary internship requires a minimum of 4 weeks, full time.

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

**Contact:** Karen Ehnert, E: vet@ph.lacounty.gov

**Position Description, Volunteers:** 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:** Karen Ehnert, E: vet@ph.lacounty.gov

Substance Abuse Prevention and Control (SAPC)

**Position Description, Quality Assurance and Epidemiology:** Assist with organizing clinical case reviews. Coordinate and plan for clinical trainings for SAPC’s provider network. Conduct epidemiological studies and data cleaning/analyses to inform program planning and policy development.

**Work Location:** 1000 South Freemont Ave, Alhambra, CA 91803

**Contact:** Hugo Viramontes, E: hviramontes@ph.lacounty.gov
Public Administration Opportunities

**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 Drive, 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 Just Culture, emergency preparedness, leadership development, workforce development, and multimedia education. This is a great opportunity for people interested in health education, management, and administration and will provide a board 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

**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 South Freemont Ave, Alhambra, CA 91803
**Contact:** Daniel Deniz, E: ddeniz@ph.lacounty.gov

**Human Resources**
**Position Description:** Assist with grievance hearings. Conduct research, investigate, review, and revise internal policies. Conduct application reviews and review workflow processes.
**Work Location:** 5555 Ferguson Drive, Commerce, CA 90022
**Contact:** John Ngai, E: jngai@ph.lacounty.gov

**Human Resources**
**Position Description:** Evaluating our 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, coordination with Departmental offices on grievances. Assist with identifying ways to make human resources operations more efficient. Assist with identifying ways to reduce the lag time for processing new employees and making onboarding more welcoming. Work on recruitment strategies for high demand positions.
**Work Location:** 5555 Ferguson Drive, Commerce, CA 90022
**Contact:** Alice Aragonez, E: aaragonez@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 Drive, Commerce, CA 90022
**Contact:** Victor Cortez, E: vcortez@ph.lacounty.gov
Vital Records
**Position Description:** The Vital Records office is responsible for the registration of birth and death certificates, as well as issuing burial permits. Assist with data collection, report preparation, and clerical tasks.
**Work Location:** 5555 Ferguson Drive, Commerce, CA 90022
**Contact:** Jacquelyn Johnson E: jjohnson@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, development of tools and resources for constituents, and other special projects.
**Work Location:** 5555 Ferguson Drive, Commerce, CA 90022
**Contact:** Federico Rangel Jr., E: frangeljr@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 Drive, Commerce, CA 90022
**Contact:** Federico Rangel Jr., E: frangeljr@ph.lacounty.gov

Administrative Services
**Position Description:** Support special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. 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 prepares reports, gathers and analyzes data on existing programs, conducts surveys, and studies. Assists in drafting forms, policies and procedures.
**Work Location:** 5555 Ferguson Drive, Commerce, CA 90022
**Contact:** Federico Rangel Jr., E: frangeljr@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 Drive, Commerce, CA 90022
**Contact:** Federico Rangel Jr., E: frangeljr@ph.lacounty.gov
Health Inspection Opportunities

Environmental Health

**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:** Peter Keshishian, E: pkeshishian@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:** Nwamaka Oranusi; E: noranusi@ph.lacounty.gov
Questions and Answers

What is the difference between an intern and volunteer?

A volunteer contributes their time and skills to the Department of Public Health in order to gain experience and/or personal fulfillment. Volunteers do not receive academic credit for their efforts.

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?

Junior, senior, or graduate level students who are currently enrolled in good academic standing and will be completing their internships for academic credit at a partnering college/university. Interns must be able to provide their own transportation to and from the internship site. As a general rule, interns are expected to be available at least 8 hours a week.

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
- Saint Louis University
- Syracuse University
- The Ohio State 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.app.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 (SPW) 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>
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<td>●</td>
</tr>
</tbody>
</table>

Is there a list of public health internships with specialty areas listed?

Yes, the list can be found in the Internships and Volunteers Catalog, starting on Page 3.

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?

8-16 hours per week. 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 has an agreement with 9 universities for nurse preceptorships. Nurse preceptorships must be arranged through the university. The universities include:

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