



## **ATTENTION:**

**Due to the Covid-19 Pandemic we have limited  
SUMMER 2022 Internships. You can apply online @**

**<https://hcph.vsyslive.com/pages/app:INTERN>**

**Please email [IVPC@phs.hctx.net](mailto:IVPC@phs.hctx.net) if you have any  
questions. Thanks! chb**

**Practicum Title: Asthma Control Program Intern (IN-PERSON & UNPAID)**

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location Address:**

HCPH Harwin office: 7457 Harwin Drive, Suite 149, Houston, TX 77036

**Number of Hours (per week):** 40 hours preferred or 30 – 40 hours

**Required Skills & Minimum Education:**

- Bilingual English/Spanish **required**.
- Candidate for undergraduate or graduate degree in public health, health promotion, community health, or other health-related degree plan. (Candidate for MPH or MS degree preferred.)
- Experience engaging with community stakeholders and multi-sector partners.
- Comfortable presenting to both small and large group settings.
- Self-motivated and flexible with hours.
- Must work well independently and on a team.
- Must have strong organizational skills and be able to meet deadlines.
- Excellent oral and written communication skills.
- Must have proficient knowledge of Microsoft Office Suite.
- Innovative and creative mindset preferred but not required.

**Practicum Description:**

In this role, the intern will support the EXHALE grant by providing assistance to the Asthma Control Team on grant-related objectives and activities.

- Recruit community leaders to serve as asthma program facilitators that will administer the asthma program in their respective communities.
- Develop collaborative relationships with other departments, services, and community health care agencies to facilitate and support quality asthma care.
- Assist with facilitating asthma self-management education classes (AS-ME) to all age groups. Personal travel around the Harris County area is likely.
- Assist with conducting Home Assessment and Modification services to community members, both in-person and virtually.
- Provide support to the Asthma Control Team for specified grant projects.
- Other duties as assigned.

## Practicum Goals & Learning Objectives:

- Gain experience in planning, organizing, and implementing grant-related projects to meet objectives.
- Gain hands-on experience in working with communities in Harris County and community leaders representing multiple sectors.
- Gain experience in executing an evidence-based health promotion program to meet goals by effectively working on a team.
- Gain experience in expanding outreach efforts to support chronic disease prevention programming.

## Practicum Deliverables:

- Plan and deliver an online training session for Community Health Workers to provide education on conducting home visits and asthma trigger reduction.
- Meeting minutes as a result of developing partnerships with and recruitment of community stakeholders.
- Create a plan to conduct a community-based asthma control focus group to meet grant requirements.



**Practicum Title: Chronic Disease Prevention: Physical Activity – Bilingual Spanish/English  
(2 – Positions UNPAID & IN-PERSON)**

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location Address:** 7457 Harwin Dr., Suite 149, Houston, TX 77036

**Number of Hours (*per week*):** 20 HOURS (MON – THU @ 7:30 – 11:30 AM; FRI 12 – 4 PM)

**Required Skills & Minimum Education:**

- Bilingual Spanish/English required
- Experience engaging within the community
- Experience working with school aged, young adult, adults, and senior populations
- Comfortable presenting /teaching to small and large groups
- Currently completing an undergraduate or graduate degree in public health, health promotion, kinesiology, or other health related degree plan. Knowledge about physical activity preferred
- Must be self-motivated and flexible with hours
- Must work well independently and able to receive feedback
- Must have strong organizational and creative skills
- Must have proficient knowledge of Microsoft Word, PowerPoint, and Excel
- Administrative task (creating spreadsheets, charts, faxing etc.)

**Practicum Description:** Intern will be working with staff from the chronic disease programs in NCDP, specifically the Physical Activity Programs. As an intern, he or she will be helping with organizing, planning, and executing program projects in the community. In addition to programmatic tasks, interns will be helping with writing reports, inputting data, and helping develop the program social media platform. As we move towards the direction of providing mostly virtual services, particular attention will be placed on improving the current team model in addition to developing and implementing survey tools for program improvement. Interns may have the opportunity to contribute to grant writing.



**Practicum Goals & Learning Objectives:**

- Gain real world experience in marketing and advertising public health programs.
- Gain experience in planning, organizing, and executing community projects.
- Gain skills and knowledge about Chronic Disease outreach efforts.
- Assist in designing and developing marketing materials for the Asthma program for community outreach events and engagements.
- Improve quality of program (both nutrition and physical activity) by designing survey tools and assisting in curriculum development to cater to virtual learning.
- Learn how to effectively facilitate a nutrition/physical activity education class to variety of group sizes, both in person and virtually.

**Practicum Deliverables:**

- Increase social media awareness and platform visibility for the program.
- Assist in executing program summer programs.
- Create presentations and handouts, to accompany existing programs
- Teach at least one full virtual chronic disease prevention class session

**Practicum Title:** Community Health Services Team – Bilingual Spanish/English  
**(UNPAID & IN-PERSON)**

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location:**

This is an in-person internship. We have established the proper COVID-19 preventative measures in place to keep everyone safe. Interns will work at our offices (7457 Harwin Drive, Houston, TX 77036 and 2223 West Loop South, Houston, TX 77027) and outreach event locations throughout Harris County.

**Number of Hours** (*per week*): 8 – 40

**Required Skills & Minimum Education:**

- Candidate for an undergraduate or graduate degree in Public Health, Health Promotion, or other health-related field
- Bilingual Spanish/English **required**
- Strong organizational skills
- Ability to follow written instructions
- Ability to work well in high-pressure and fast-paced settings
- Proficient knowledge of Microsoft and Outlook
- Strong interpersonal and customer service skills
- Experience presenting to small and large groups or willingness to learn presentation skills
- Self-motivated with flexible hours
- Available to work weekends, evenings, and holidays
- Able to work independently and on a team
- Required to check email prior to each shift

**Practicum Description:**

The Community Health Services Team (CHS) is part of the Health Impact Team at Harris County Public Health. CHS provides information regarding the services of HCPH at community outreach events.



**Practicum Goals & Learning Objectives** *(What is the project aiming to accomplish?):*

The intern will learn the following:

- The process for providing healthcare information and/or services in a community setting
- How to provide public health outreach information
- How to use patient medical records systems
- How to screen for program eligibility at events
- How to manage the front desk at outreach events
- How to assist clinicians during outreach events including taking height/weight/BMI, screening blood pressure, and providing education on nutrition, tobacco cessation, and immunizations.
- How to create educational program materials for public health
- Will be given the opportunity to shadow and work with other teams as desired

**Practicum Deliverables:**

- Poster presentation on health-related topic of choice
  - Poster presentation at HCPH main office
  - Visual and verbal presentation to CHS team members and lead at HIT office
  - Written assignment submitted to team lead
- End-of-tern presentation to CHS team members, CHS team lead, HIT manager, and additional HCPH employees and interns.
- Special projects as assigned by the CHS team lead. Past projects include: Event advertisements, event repository spreadsheets, educational handouts, translations, etc.

**Practicum Title: Early Childhood Education (UNPAID & IN-PERSON)**

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location Address:**

- Harwin Office – 7457 Harwin Dr., Suite 324, Houston, TX 77036
- Community Outreach Locations (throughout Harris County)

**Number of Hours (per week):** 20 – 40 hours

**Required Skills & Minimum Education:**

- Candidate for Bachelor or Masters in Early Childhood, Public Health, Child Development, or similar fields of study
- Ability to communicate effectively with the targeted population
- Ability to make routine decisions and to function on own initiative when necessary
- Efficient in planning, organizing, and completing work on time
- Dependable and punctual; ability to follow instructions
- Experience working with childcare facilities & personnel
- Comfortable presenting to both small and large group setting

**Practicum Description:**

In this role, the intern will work with the early childhood specialists to improve health and wellness in the early care and education (ECE) setting by assisting with the following:

- Provide training to local ECE providers and community
- Create trainings pertaining to ECE topics
- Assist in the development of resources and tools for early care and education professionals (newsletter, flyers, lesson plans, social media content, etc.).
- Identify new partnerships.
- Providing feedback for program activity improvements
- Identify content for monthly ECE e-newsletters.
- Travel to early care and education facilities and ECE partner meetings.
- Other duties as assigned



**Practicum Goals & Learning Objectives:**

The Early Childhood Program seeks to provide support in planning, developing, coordinating, evaluating, and implementing comprehensive policy, systems, and environmental change strategies related to early childhood to prevent chronic diseases. Our mission is to work with individual ECE facilities to help create environments that best support the healthy growth and development of young children in need through professional development trainings, conducting assessments (ITERS/ECERS), develop resources to share with families and connecting centers to opportunities, resources, and funding. By using the priority communities' demographics (i.e. student enrollment, percentage of economically disadvantaged students, number of disadvantaged students etc.) we are able to identify areas with low socioeconomic status therefore we are able to cultivate relationships and build partnerships with childcare facilities in the targeted area. To maximize our impact on the community, the program aims to increase the health and wellness of infants and the emotional support for parents, family, and community. In order to maintain the effectiveness of the program we are able to increase access to professional development trainings, funding, and childcare resources.

**Practicum Deliverables:**

- Initiate, plan, and execute a ECE Training.
- Create and maintain ECE resource guide
- Create and maintain ECHOS monthly newsletter and mailing list
- Create activities to promote Health and Wellness in Early Child Care
- Create an outcome objective(s) that utilizes the S.M.A.R.T model.



**Practicum Title:** Expanded Mobile Health Team – Bilingual Spanish/English  
(2 Positions – UNPAID & IN-PERSON)

**Practicum Time Frame:** Summer 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location:**

This is an in-person internship. We have established the proper COVID-19 preventative measures in place to keep everyone safe. Interns will work at our offices (7457 Harwin Drive, Houston, TX 77036 and 2223 West Loop South, Houston, TX 77027) and outreach event locations as needed.

**Number of Hours** (per week): 8 – 40

**Required Skills & Minimum Education:**

- Must currently be completing an undergraduate or graduate degree in public health, health promotion, or other health-related field
- Bilingual English/Spanish speaking preferred **required**
- Must have experience presenting to small and large groups or willingness to learn presentation skills
- Must be self-motivated with flexible hours
- Must be available to work weekends, evenings, and holidays
- Must have strong organizational skills
- Must be able to follow written instructions
- Must be able to work well in high-pressure and fast-paced settings
- Must have proficient knowledge of Microsoft and Outlook
- Must have strong interpersonal and customer service skills
- Must be able to work independently and on a team
- Required to check email prior to each shift

**Practicum Description:**

The Expanded Mobile Health Team (EMH) is part of the Health Impact Team at Harris County Public Health. EMH provides vaccines, glucose screenings, cholesterol screenings, and blood pressure screenings to adults and children free of charge to the patient in a mobile setting.



**Practicum Goals & Learning Objectives** *(What is the project aiming to accomplish?):*

The intern will learn the following:

- The process for providing healthcare services in a community setting
- How to provide public health outreach information and/or services
- How to use patient medical records systems
- Eligibility criteria for VFC and ASN programs
- How to screen for program eligibility at events
- How to manage the front desk at outreach events
- How to assist clinicians during outreach events including taking height/weight/BMI, screening blood pressure, and providing education on nutrition, tobacco cessation, and immunizations.
- How to create educational program materials for public health
- Will be given the opportunity to shadow and work with other teams as desired

**Practicum Deliverables:**

- Poster presentation on health-related topic of choice
  - Poster presentation at HCPH main office
  - Visual and verbal presentation to EMH team members and lead at HIT office
  - Written assignment submitted to team lead
- End-of-tern presentation to EMH team members, EMH team lead, HIT manager, and additional HCPH employees and interns.
- Special projects as assigned by the EMH team lead. Past projects include: Event advertisements, event repository spreadsheets, educational handouts, translations, etc.

**Practicum Title:** HIV/STI Program Intern **(3 Positions – IN-PERSON & UNPAID)**

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location:**

HCPH Main Office- 2223 West Loop South, Houston, TX 77027, and various Harris County Outreach locations

**Number of Hours** (per week): 20 hours preferred but required

**Required Education & Skills:**

- Currently completing a graduate degree in public health, health administration, health promotion, or other related degree plan
- Bachelor's Degree required
- Bilingual Spanish/English preferred but not required
- Experience working with LGBT populations
- Must have working knowledge of Microsoft Office
- Must have reliable transportation
- Experience engaging within the community
- Comfortable conducting surveys and evaluation
- Must be self-motivated and flexible with hours
- Strong time management skills
- Able to work effectively in team environment and independently
- Able to lift at least 25lbs

**Preferred Qualifications:**

- Advanced analytical and problem-solving skills
- Ability to build effective working relationships as well as strong interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to learn quickly and experience producing high quality work in short periods of time.

**Practicum Description:**

The Harris County Public Health HIV/STI Prevention Program is branded as Testing123. The current program goal is to provide cost free HIV and Syphilis testing, education, and counseling to help prevent the spread of HIV and STIs



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

In this role, the intern will assist in operationalizing the new HIV/STI clinic by

- Identifying the goals and objective for this program
- Developing evaluation plan for metrics
- identifying and evaluating gaps in knowledge among healthcare providers and staff
- Creating health promotion materials, and
- Work with the social media team on HIV awareness guides.

This intern will work directly with the HIV Program Manager, HIV Nurse Practitioner, HIV Epidemiologist, conducting interviews and surveys throughout the greater Houston area and analyzing that data for Harris Public Health.

**Practicum Title: Obesity Reduction Team (IN-PERSON & UNPAID)**

**Practicum Time Frame:** Summer 2022

**Division/Office:** Community Health & Wellness Division

**Practicum Location:**

DSRIP Office - 7457 Harwin Dr. Suit 324 Houston, TX 77036, and  
Various Harris County community outreach locations

**Number of Hours** (*per week*): 40 hours

**Required Skills & Minimum Education:**

- Experience engaging within the community
- Experience working with school aged, young adult, adults, and seniors' populations
- Experience presenting /teaching to small and large groups
- Currently completing an undergraduate or graduate degree in public health, health promotion, or other health related degree plan. **Registered Dietitian Required**
- Must be self-motivated and flexible with hours
- Must work well independently and able to receive feedback
- Must have strong organizational and creative skills
- Must have proficient knowledge of Microsoft
- Bilingual is preferred

**Practicum Description: Obesity Reduction (Nutrition & Physical Activity)**

The Obesity Reduction team's mission is to provide effective and engaging nutrition education and physical activity services to underserved communities in Harris County.

In this role, the intern will work to enhance the nutrition and physical activity components of the Obesity Reduction team. Particular attention will be paid to physical activity and improving the current team model in addition to developing and implementing survey tools for program improvement.



**Practicum Goals & Learning Objectives: Obesity Reduction (Nutrition & Physical Activity)**

- Assess average time spent on moderate to vigorous physical activity within classes.
- Improve current physical activity lesson to ensure students are getting moderate to vigorous physical activity during class
- Improve quality of program (both nutrition and physical activity) by designing survey tools for student focus groups
- Learn how to effectively facilitate a nutrition/physical activity education class to variety of group sizes

**Practicum Deliverables: Obesity Reduction (Nutrition & Physical Activity)**

- Evidenced Table of effective methods of school-based nutrition education & physical activity education– particularly provided by community partner
- Initiate, plan, and execute a school-based Obesity Reduction event
- Create lesson plan that integrates moderate to vigorous physical activity (MVPA) where appropriate
- Create evaluation focus group tools, conduct student focus groups, and analyze data from survey results.

**Practicum Title:** Mosquito Control (IN-PERSON & UNPAID)

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Mosquito & Vector Control Division

**Practicum Location Address:** 3330 Old Spanish Trail, Houston, TX 77021

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

**Required Skills & Minimum Education:**

- Bachelor's Degree in Public health, Entomology, Ecology, or related field. Candidate for MPH or MS in Public Health
- Basic proficiency in Microsoft Word, Excel, and PowerPoint
- Comfortable working outdoors and in the community in any environmental condition
- Ability to communicate clearly and effectively, both orally and written
- Willingness to work collaboratively with others

**Practicum Description:**

The student will work alongside the surveillance laboratory coordinator and field technicians understanding the daily operation of MCVD. He/She will be required to set and retrieve various trapping devices, sorting, and identifying mosquitoes to species. Work with the vector and avian surveillance team collecting specimen for virus testing.

The student will compare surveillance data based on socioeconomic linkage to evaluate health disparities in among residents of Harris County. It is also expected that the student will utilize his/her knowledge and skill to map out high risk areas for possible arbovirus-borne disease transmission in Harris County and evaluate the public health implications

**Practicum Goals & Learning Objectives:**

Understand the principles of environmental surveillance

Link an integrated environmental surveillance program to public health disparities

Acquire knowledge on community health practice and stake holder collaboration

Understand the etiology of mosquito borne diseases linked to the specific vector host.

**Practicum Deliverables:**

The final product will be a report on the activities during the practicum period to satisfy graduate school credit requirements. Also, a PowerPoint presentation on execution of research and results.



**Practicum Title:** Data Analytics Reporting Unit (2 Positions - UNPAID/IN-PERSON)

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Office of Epidemiology, Surveillance & Evaluation (OESE)

**Practicum Location Address:** 2223 West Loop South, Houston, TX 77027

**Number of Hours (*per week*):** 8 or more

**Required Skills & Minimum Education:**

- Candidates pursuing a graduate degree in Public Health, Epidemiology, Statistics, Informatics, or other related fields
- Proficient with MS Office Suite
- Basic data analysis knowledge
- Strong organizational skills
- Able to work independently and/or with a team
- Self-motivated and able to follow instructions
- Strong critical thinking skills
- Excellent oral and written communication skills
- Excellent research and reporting skills

**Practicum Description:**

Get a hands-on experience for public health data analysis & reporting. At HCPH's Data, Analytics, and Reporting unit (DAR), we are responsible for ensuring leadership and decision makers get the right data in the right format at the right time. We work at the intersection of IT Development, Epidemiology, Policy, and Data Science. We use SQL, R, and Python to analyze and model data, then provide insights needed for operational activities or policy development.

**Practicum Goals & Learning Objectives (*What is the project aiming to accomplish?*):**

This project aims to improve the practicum student's knowledge of:

- The real-world application of informatics best practices of data storage, transformation, and utilization.
- Using R, Python, and SQL for a code-based approach to data analysis
- Understanding the process by which data gets transformed into information and knowledge for decision/policy makers.
- Using modern-day analytical techniques to build charts, graphs, maps

**Practicum Deliverables:**

- Reports, charts, graphs, maps
- Improved skill in R, Python, and/or SQL

**Practicum Title:** Program Evaluation, Data Analysis, and Technical & Scientific Writing  
(UNPAID & IN-PERSON)

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Office of Epidemiology, Surveillance & Evaluation (OESE)

**Practicum Location Address:** 2223 West Loop South, Houston, TX 77027

**Number of Hours (*per week*):** 8 or more

**Required Skills & Minimum Education:**

- Candidates pursuing a graduate degree in Public Health, Epidemiology, Statistics, Informatics, or other related fields
- Proficient with MS Office Suite
- Basic data analysis knowledge
- Strong organizational skills
- Able to work independently and/or with a team
- Self-motivated and able to follow instructions
- Strong critical thinking skills
- Excellent oral and written communication skills
- Excellent research and reporting skills

**Practicum Description:**

The Evaluation and Science Unit (ESU) is tasked with developing program evaluation strategies and plans for HCPH, implementing program evaluation plans, and carrying out and supporting scientific activities including data analysis and interpretation as well scientific and technical writing. With HCPH's new focus on evaluation, the intern will have the opportunity for involvement in various stages of the evaluation process. The intern will also gain practical, hands-on experience analyzing and interpreting data, producing scientific documents such as abstracts and/or papers, and translating complex concepts and findings into reports for lay audiences with diverse backgrounds. Data analysis and writing will emphasize conditions of greatest concern to the local community, including chronic disease and related health behaviors, and psychosocial factors.

**Practicum Goals & Learning Objectives** *(What is the project aiming to accomplish?):*

This project aims to improve the practicum student's skills in:

- Program evaluation development, implementation, and conduct
- Communication with internal stakeholders
- Interpretation and analysis of public health data
- Scientific and technical writing
- Translation and distillation of complex/scientific concepts into concise, easy to understand language for a variety of audiences with diverse backgrounds

**Practicum Deliverables:**

- Logic model(s) and program evaluation plan(s)
- Data analysis project with accompanying reports

**Practicum Title: Surveillance & Epidemiology Unit (3 Positions – UNPAID & IN-PERSON)**

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Office of Epidemiology, Surveillance & Evaluation (OESE)

**Practicum Location Address:** 2223 West Loop South, Houston, TX 77027

**Number of Hours (*per week*):** 8 – 12 hours

**Required Skills & Minimum Education:**

- Candidates pursuing a graduate degree in Public Health, Epidemiology, Statistics, Informatics, or other related fields
- Proficient with MS Office Suite
- Basic data analysis
- Strong organizational skills
- Able to work independently and/or with a team
- Self-motivated and able to follow instructions
- Possess critical thinking skills
- Excellent oral and written communication skills
- Excellent research and reporting skills

**Practicum Description:**

The Surveillance & Epidemiology Unit (SEU) is part of the Office of Epidemiology, Surveillance & Evaluation (OESE) at Harris County Public Health. SEU is responsible for conducting disease surveillance and outbreak investigations to prevent and control the spread of communicable diseases; monitoring chronic diseases and environmental public health issues; analyzing & disseminating surveillance data; and providing education & epidemiological support to community partners.

As part of the practicum experience, the intern will work closely with their preceptor and epidemiology staff to gain insight into the functions of SEU. The intern will conduct a literature review of notifiable disease surveillance and perform analyses of surveillance data to evaluate trends in communicable disease & associated risk factors in Harris County. Additional surveillance activities may be involved, based on the specific practicum project and needs of the SEU team.

**Practicum Goals & Learning Objectives** *(What is the project aiming to accomplish?):*

The intern will accomplish the following:

- Understand the principles & methods of notifiable disease surveillance at the local, state, and national level
- Apply epidemiological concepts to analyze & interpret communicable disease surveillance data
- Understand the etiology, transmission, clinical illness, and other epidemiologic factors associated with a communicable disease of interest
- Develop skills in using statistical tools such as Microsoft Excel, Stata, and/or Epi Info
- Gain experience in conducting epidemiological case investigations
- Provide support with other surveillance activities, as needed

**Practicum Deliverables:**

- Descriptive analysis of communicable disease surveillance data
- Written report summarizing literature review and project findings
- End-of-term PowerPoint presentation on practicum experience

**Practicum Title: Planning Intern (IN-PERSON & UNPAID)**

**Practicum Time Frame:** Summer 2022 (available to stay for Fall 2022)

**Division/Office:** Office of Planning and Innovation

**Practicum Location Address:**

2223 South Loop Freeway, Houston, TX 77027  
(Hybrid Remote/In-person available)

**Number of Hours (per week):** 10 – 20

**Required Skills & Minimum Education:**

- 4<sup>th</sup> year Bachelors degree candidate with concentration in public health or public policy
- Masters degree candidate preferred with concentration in public health or public policy
- Experience with community engagement
- Self-starter with the ability to work independently

**Practicum Description:**

In 2023, Harris County Public Health (HCPH) will apply for reaccreditation through the Public Health Accreditation Board (PHAB). Reaccreditation includes agency and community wide strategic planning and assessment of health priorities. The work produced will ensure that HCPH is carrying out the essential public health services at a national standard. This experience will have a focus on public health administration and community engagement. The intern will assist in coordinating community partners and coalitions necessary to achieving PHAB reaccreditation, as well as coordinating internal efforts necessary for strategic planning. By the end of the summer experience, the intern will amass critical knowledge regarding program planning, government administration, and systems change.

**Practicum Goals & Learning Objectives:**

**Objective 1:** Assist in coordinating external partners for joint planning

**Activities:**

- Engage with community stakeholders to share data and reports from HCPH
- Build communication channels between HCPH divisions and offices and external facing coalitions

**Objective 2:** Assist in convening HCPH divisions to develop agency wide plans

**Activities:**

- Coordinate efforts between PHAB teams and HCPH divisions and offices
- Assist in maintaining project timelines and keeping deadlines

**Objective 3:** Organize PHAB material geared towards reaccreditation

**Activities:**

- Assemble documents geared towards Community Health Assessment and Community Health Improvement Plan
- Identify opportunities for innovation through reaccreditation process

**Additional activities:**

- Attend PHAB meetings within HCPH
- Partake in relevant reaccreditation trainings

**Practicum Deliverables:**

- Experience in community engagement, health policy development, and operational and strategic planning.
- Research and create landscape analyses and environmental scans for planning needs
- Develop project management workplans and timelines for planning activities

**Practicum Title:** Intake Diversion Internship (IN-PERSON & UNPAID)

**Practicum Time Frame:** SUMMER 2022

**Division/Office:** Veterinary Public Health Division

**Practicum Location Address:** 612 Canino Rd. Houston, TX 77076

**Number of Hours (*per week*):** 15 – 20 Hours

**Required Skills & Minimum Education:**

- Current enrollment in a 4-year degree or graduate school program.
- Minimum 1 year of customer service experience.
- Preferred- minimum of 6 months of animal care experience.
- Strong verbal and written communication skills.
- Minimum of 20 hours required per week.

**Practicum Description:**

Harris County Pets (HCP), a division of Harris County Public Health, offers several resources and services to residents of unincorporated Harris County to prevent the surrender of owned and/or stray animals as part of our Intake Diversion Program.

The Intake Diversion Counselor serves as an on-site case manager at the shelter and is primarily responsible for providing information about surrender policy, pet care, and available resources, as well as performing intake of animals, lost pet assistance and pet adoptions. This practicum/intern position serves to provide support to the Intake Diversion Counselor as well as to members of the public looking to surrender their animals.

This position requires meeting one-on-one with individuals and contacting citizens seeking to surrender their animals, the intern will complete a needs assessment to determine the challenges preventing owners from retaining pets safely in their homes. They will utilize this information to determine the best resources to provide clients.

The Intake Diversion Intern will have regular contact with other shelter employees, stakeholders, community service, and volunteers from all departments, as well as the public. Some interactions may be difficult due to the nature of customer's needs. All contact will require tactful exchanges and a positive, professional demeanor to ensure the shelter's positive image and integrity throughout the community. Must work cooperatively with others.





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

- Perform job duties in a positive, helpful manner. Provide exceptional customer service and represent Harris County Pets in a professional manner in all situations with the public, volunteers, and staff.
- Meet one-on-one with individuals seeking to surrender their animals to complete a needs assessment to determine the challenges preventing owners from retaining pets safely in their homes.
- Assist the public in all aspects of shelter programs and share information to enhance the public's knowledge of animal welfare as well as their knowledge of Harris County Pets mission, programs and resources.
- Schedule intake and resource appointments.
- Assist customers both in person, on the telephone, and via email, offering information and resources relevant to each customer's specific needs.
- Evaluate, triage, and check in animals using the HCAS admission guidelines.
- Enter accurate animal information into the shelter database (Chameleon).
- Assist referrals to other agencies and services and suggestions to facilitate positive relationships between clients and their pets.
- Perform other duties as assigned by the Intake Diversion Counselor and Kennel Manager.

## **Practicum Deliverables:**

- Reduce Intake numbers by 2% by end of the following quarter.
- Provide intake diversion resources to a minimum of 25% of scheduled clients via phone, email, or in-person.