Internships & Volunteers
Catalog 2020

Make a difference
Advance the conditions that support optimal health and well-being for all

COUNTY OF LOS ANGELES
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 4,300 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](https://publichealth.lacounty.gov/intern). This catalog was published on 5/20/2020. Check [publichealth.lacounty.gov/intern](http://publichealth.lacounty.gov/intern) for updated versions. If you have any questions about internships and volunteering, email [interns@ph.lacounty.gov](mailto:interns@ph.lacounty.gov).
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COVID-19 Update – 6/19/20

The COVID-19 pandemic has greatly impacted the way in which DPH offers internships as well as our capacity to provide projects and preceptors. The Department’s all-out efforts and response to Coronavirus from the beginning of the year and in the coming months has caused many programs to decline hosting internships this summer. This catalog has been updated to indicate which programs are not accepting internships. For programs not indicated, please get in touch with the listed contact person to find out if they are accepting interns.

Below is a COVID-19 related project that is now available:

Project Title: COVID-19 Internship

Number of Available Internships: 100+  
Closing Date: 12/31/2020
Project Period: current -12/31/2020  
Internship Hours: 100-400 hours
Contact: Shieva Davarian; E: sdavarian@ph.lacounty.gov  
Work Location: Telework

Project Description: Assisting LA County’s Department of Public Health (DPH) with its COVID-19 response. Activities will include contact tracing, the process for identifying people who may have been exposed to COVID-19 (“contacts”), subsequent disease-related data collection from the contacts, self-quarantining instructions, and regular monitoring/check-in calls to assess potential onset of illness. Interested individuals can apply using this link: https://www.surveymonkey.com/r/6S5BNR7 or the QR Code below.

Required Courses or Relevant Experience:

Required Equipment: computer (laptop or desktop, PC or Mac), computer headset with a microphone, highspeed internet access, phone (mobile or landline).

Required Skills: Microsoft Excel, Word, Outlook, Skype

Desirable Technical Skills: Microsoft OneDrive, SharePoint, Microsoft Access, vCMR/IRIS, SAS, CRM, SQL-Server, SQL language, Microsoft Teams

Desirable Language Skills: Speaking, reading, or writing in any of LA County’s threshold languages (American Sign Language, Arabic, Armenian, Cambodian, Cantonese, Farsi, Korean, Mandarin, Other Chinese, Russian, Spanish, Tagalog, Vietnamese)

Required Education Level: Associate’s, Bachelor’s, Master’s or Doctorate
Community Health & Health Education

Community and Field Services - Antelope Valley and San Fernando/Santa Clarita Valleys Regional Health Office

Position Description: Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns/volunteers will assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaboratives.

Work Locations: SPA 1 – 335-B E. Ave K-6, Lancaster, CA 93535; SPA 2 – 7555 Van Nuys Blvd, Van Nuys, CA 91405; 26415 Carl Boyer Dr, Santa Clarita, CA 91350; 101 S. First Street, Burbank, CA 91502

Contact: Olga Vigdorchik; E: ovigdorchik@ph.lacounty.gov

Community and Field Services - San Gabriel Valley, Regional Health Office

Position Description: Community and Field 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 and Field 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: Annette Trejo; E: atrejo@ph.lacounty.gov

Community and Field 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 and Field 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; helping 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 Wilmington Ave, Los Angeles, CA 90059; 2509 Pico Blvd., Santa Monica, CA 90405.

Contact: Aneena Pokkamthanam; E: apokkamthanam@ph.lacounty.gov

Community and Field Services – East Regional Health Office

Position Description: The Community and Field 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: alicimartinez@ph.lacounty.gov
Community and Field Services – South Bay, Regional Health Office

**Position Description:** The Community and Field 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:** 123 W. Manchester Blvd, Inglewood, CA 90301

**Contact:** Leslie Lopez; E: leslopez@ph.lacounty.gov

Community and Field Services - 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:** 241 N. Figueroa St., Los Angeles, CA 90012

**Contact:** Thelma Castro; E: tcastro@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. Interns 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

Division of HIV and STD Programs (DHSP) – Clinical and Quality Management

**Position Description:** Seeking a graduate level public health intern to assist in the development of media and health care provider campaigns, social media, and web content for Division of HIV and STD Programs to support ending the HIV Epidemic initiatives, congenital syphilis prevention, and STD screening and treatment. Interns/volunteers will also assist with developing, revising, testing, and translating educational materials for a wide array of audiences. They will edit and review reports, briefs, presentations; assist with website content; and assist with documenting/photographing events. Preference for majors related to health promotion, community health, or related field. Intern must have strong writing skills.

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

**Contact:** Marisa Cohen; E: MCOhen@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: chs@ph.lacounty.gov

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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:** Kelly Warner; E: kwarner@ph.lacounty.gov

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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:** Karen Ehnert; E: vet@ph.lacounty.gov

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Kelly Warner (middle) is a Register Dietitian with the Nutrition and Physical Activity Program. She was a preceptor for Jose Serrano III (left) and Israel Aguilar (right) who are dietetic students at Cal State Northridge.
**Epidemiology, Research, and Evaluation**

**Acute Communicable Disease Control**

**Position Description:** We are seeking a graduate level public health intern to assist with 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 could include: 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.

**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 may 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

**Chronic Disease and Injury Prevention – Research and Evaluation Unit**

**Position Description:** Seeking interns to assist with a study related to the impact of integrative medicine services (e.g., mindfulness, tai-chi, yoga) at the Wellness Center at the Historic General Hospital (LAC+USC Medical Center). Interns will gain experience in administering surveys, entering/cleaning survey data, synthesizing survey findings, and preparing reports based on research findings for publication. Proficiency with Access 2010/2013 and other Microsoft Office programs, as well as strong communication skills in both English and Spanish are preferred.

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

**Contact:** Brenda Robles; E: brrobles@ph.lacounty.gov

**Division of HIV and STD Programs (DHSP) – Planning, Development, and Research**

**Position Description:** Seeking a graduate level public health intern to assist with program evaluation of clinical programs tied to Los Angeles County’s Ending the HIV Epidemic Initiatives. Intern duties may vary depending upon the topic and program needs and can include developing forms, completing data entry and managing datasets, conducting literature reviews, performing analyses, and assisting with a range of program development and monitoring and evaluation activities. Preference for majors related to epidemiology or public health. Intern should have strong writing skills, competency with SAS, and program evaluation experience.

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

**Contact:** Sona Oksuzyan; E: soksuzyan@ph.lacounty.gov
Division of HIV and STD Programs (DHSP) – National HIV Behavioral Surveillance and Medical Monitoring

**Position Description:** Seeking a graduate level public health intern to assist with analysis of population-based HIV/STD behavioral and clinical data to assess trends in HIV/STD related behaviors and outcomes as well as to determine the appropriateness of existing prevention initiatives/treatment and clinical outcomes. Intern duties may vary depending upon the topic and program needs and can include participant recruitment, conducting subject interviews, obtaining medical records, completing data entry and managing datasets, assembling literature reviews, conducting analyses, and assisting with a range of surveillance and outbreak response activities. Preference for majors related to epidemiology or biostatistics. Intern should have strong writing skills and competency with SAS.

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

**Contact:** Yingbo Ma, E: YMa@ph.lacounty.gov; Nouran Mahmoud E: nmahmoud@ph.lacounty.gov

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Division of HIV and STD Programs (DHSP) – STD Surveillance

**Position Description:** Seeking a graduate level public health intern to assist in combatting two important public health challenges in Los Angeles County: HIV and Sexually Transmitted Diseases (STD). Intern activities that will directly contribute to HIV and STD elimination efforts and the improvement of health and well-being of persons and populations impacted by these diseases in Los Angeles County. Duties may include: (1) an evaluation of the timeliness, completeness, and quality of HIV or STD surveillance systems using metrics developed by the US Centers for Disease Control and Prevention; (2) a data for action analytic project using data from HIV and STD case surveillance, HIV and STD bio-behavioral surveys, and HIV programs (e.g., HIV testing services, Partner services), and (3) assistance with outbreak detection and response activities if needed. Preference for majors related to epidemiology or biostatistics. Intern should have excellent verbal and written communication, ability to work in diverse settings, familiarity with quantitative data and analytic methods, and SAS data analysis.

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

**Contact:** Andrea Kim; E: AKim@ph.lacounty.gov

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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:** 695 S. Vermont Ave., Los Angeles, CA 90005

**Contact:** Diana Liu, E: dliw@ph.lacounty.gov
**Public Health Investigation Administration**

**Position Description:** Seeking interns to assist Public Health Investigators conduct a variety of communicable disease intervention, control and enforcement activities. Interns will learn about the legal basis for acute communicable disease interventions and strategies for diseases such as STDs, HIV/AIDS, and tuberculosis. They will also assist with activities related to the California Marine Biotoxin Monitoring Program, the development of the Public Health Investigation Procedure Manual, and special projects as necessary. Strong computer skills and undergraduate coursework in fields related to public health and administration, epidemiology, microbiology, communicable disease control and basic sciences such as biology and chemistry are preferred.

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

**Contact:** Marilyn Smith; E: msmith@ph.lacounty.gov

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**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

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**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: ClTorres@ph.lacounty.gov

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**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; E: shrogers@ph.lacounty.gov

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**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:** Karen Ehnert; E: vet@ph.lacounty.gov
Health Policy and Program Management

Chief Science Office - Center for Health Impact Evaluation

Position Description: Master-level 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, Planning, and Organizational Development

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: Shieva Davarian; E: SDavarian@ph.lacounty.gov

Chronic Disease and Injury Prevention – Cardiovascular and School Health

Position Description: Seeking interns to assist with implementation and evaluation of evidence-based interventions that promote physical activity at schools, workplaces, and parks/trails, including but not limited to high quality K-12 physical education, before/during/after-school physical activity programs, employee wellness programs, and connecting people to parks/trails via clinical providers (Park Rx Los Angeles County). Interns will gain experience in program planning, policy development, coalition building, and program evaluation. Interns will also assist with planning/developing/facilitating meetings and may research, develop, or edit health education materials for community engagement, and/or assist with webpage and listserv maintenance. Ideal candidates will have strong writing and interpersonal skills.

Work Location: 3530 Wilshire Blvd, Los Angeles, CA 90010
Contact: Ruth Bell; E: rbell@ph.lacounty.gov

Chronic Disease and Injury Prevention – Healthy Food Procurement Unit

Position Description: Seeking interns to assist with program planning and evaluation related to various healthy food procurement efforts, including but not limited to implementation of healthy food/nutrition standards and practices across an array of institutional food service settings. Interns will gain experience in policy development, policy implementation, and policy evaluation (e.g., administering surveys, entering/cleaning survey data, synthesizing survey findings, preparing reports). Proficiency with Access 2010/2013 and other Microsoft Office programs, as well as strong writing and communication are preferred. Desired (but not required) qualifications include experience analyzing data with statistical software programs such as SAS, Stata, or R.

Work Location: 3530 Wilshire Blvd, Los Angeles, CA 90010
Contact: Brenda Robles; E: bробles@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: 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 more info on programs.

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

Chronic Disease and Injury Prevention: The Wellness Center at LAC+USC Medical Center

Position Description: The Wellness Center (TWC) was established in 2014 as a one-stop destination for health and wellness at the site of the LA County Historic General Hospital, adjacent to LAC+USC Medical Center. At present, there are more than 20 community-based organizations co-located at TWC that provide a full range of services including physical fitness, cooking classes, mental health services, supportive housing referrals, support services for domestic violence and sexual assault survivors and other wellness services. Interns have the opportunity to interact directly with clients and conduct higher level program evaluation work to track progress and evaluate new initiatives. Interns can receive training in our comprehensive intake assessment where clients are screened for a variety of health-related needs and referred to onsite and offsite organizations, assist with programming including produce distribution, cooking classes, evidence-based programs for chronic disease management and trauma-informed programming for mental health. We currently host internship programs for undergraduate students, MPH students, nursing students, medical students, medical residents, and social work students. Preference is given to students fluent in Spanish and native Spanish speakers.

Work Location: 1200 N State St, Los Angeles, CA 90033
Contact: Janina Morrison; E: janina@thewellnesscenterla.org

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

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
Executive Office

Position Description: The Los Angeles County Department of Public Health is led by a talented and experienced Executive Office team that is committed to sustaining a high performing public health system that advances the conditions that support optimal health and well-being for all and is responsive to the needs of County residents. Duties may include actively participating in Executive Office staff meetings and conducting 1-on-1 informational meetings with departmental leaders. Other assignments may consist of supporting staff and leaders in reviewing and applying a health equity framework in policies, practices, and communications. Preference for an intern (rather than volunteer) and current undergraduate or graduate student in a public health-related field.

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

Contact: Jeremiah Garza; E: JGarza@ph.lacounty.gov

Health Care Consumer Protection Unit, Medical Affairs Program

Position Description: Assist with developing, validating, and disseminating consumer educational print and audiovisual materials for vulnerable populations, including limited English speakers and seniors, on topics such as safe use of alternative medicine and dietary supplements, effective communication skills for talking with medical providers, recognizing and avoiding health scams, and understanding patients' rights and responsibilities. Assist in the development of social media messaging on consumer protection issues of concern. Ideal intern or volunteer should be knowledgeable about community health and health messaging and have strong communication skills. Other duties may include assisting with data entry and cleaning, and other administrative tasks. Fluency in more than one language highly desirable. Candidate should be available 1-2 days per week and for a minimum of one school term (semester or summer).

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

Contact: Melina Boudov; E: mboudov@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: stbaldwin@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

The Office of Women’s Health is seeking interns for different positions to assist with a variety of projects addressing current women’s health issues including, but not limited to: assisting with the planning and development of meetings and/or conferences; research, reporting and data analysis on women’s health issues; and other women’s health related projects as needs arise. Please carefully review the project descriptions and apply accordingly.

Healthy Aging – Los Angeles Alliance for Community Health and Aging (LAACHA): Assist with a variety of aging projects for the Office of Women’s Health including: participate in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition; engage stakeholders in LAACHA; assist with communication strategies and communicating with partners; assist with variety of projects, tasks, and research related to healthy aging and women’s health; assist and develop PowerPoints, newsletters and other materials.

Gender-Based Violence Program: Contribute to research, advocacy, and educational projects on sexual and reproductive health and/or gender-based violence. Topics of work include contraception, abortion, intimate partner violence, sexual violence, and human trafficking, and the intersections of these issues with other public health topics. Work with staff on health briefs, infographics, fact sheets, and/or trend analysis about these topics. Track and analyze legislative and policy changes related to these issues. Assist in responding to requests for information or data from other DPH programs and external agencies.

Women’s Health Data and Epidemiology: Assist with a variety of projects addressing current women’s health issues related to developing a Women’s Health Indicator’s Report, with an emphasis on data analysis and research. Work with staff on analyzing and reporting data for health briefs, infographics, and trend analysis about women’s health topics. Experience in statistical analyses and SAS are preferred.

Women’s Health Programs: Assist with communications efforts (such as developing media messaging); create presentations on various women’s health issues for community and professional stakeholders; collaborate with multidisciplinary staff on projects related to women’s health, domestic violence, interpersonal violence and substance use; conduct data entry and basic data analysis; assist with reports and other materials related to women’s health, domestic violence, interpersonal violence, and reproductive and sexual health.

Work Location: 1000 S. Fremont Ave, Alhambra, CA 91803
Contact: Mari-Ellen Long; E: rlong@ph.lacounty.gov
Oral Health Program

Position Description: The Oral Health Program (OHP) oversees the planning, coordinating and implementing of public and oral health projects, activities and interventions that prevent oral cavity and dental related diseases in the residents in Los Angeles County. OHP interns and volunteers will develop oral health literature and PowerPoint presentations for diverse communities; analyze data and generate reports from the Customer Satisfaction Survey. Assist with the Special Needs grant, to include, but not limited to, facilitating presentations, taking plaque assessments, creating curricula, developing and implementing pre/post-tests, evaluations and reports. Interns and volunteers will also provide support at the Community Oral Health Improvement Plan (COHIP) meetings, which include working with community partners on key oral health objectives and strategies as outlined in the COHIP.

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

Contact: Erika Gist; E: egist@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

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; E: shrogers@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

Compliance Management
**Position Description:** Monitor and ensure continued compliance of the Department of Public Health and its workforce with applicable laws, regulations, and standards related to health care business practices, and adherence to federal and state requirements, the Los Angeles County Code, and other applicable policies and procedures. The volunteer/intern will provide administrative support for compliance audits, operational reviews, contract monitoring activities, occupational safety and health programs, and loss control and prevention strategies. Duties include, but are not limited to: collecting and analyzing data, preparing charts and reports, and drafting policies, procedures, and training programs in support of compliance objectives.

**Work Location:** 5555 Ferguson Dr., Commerce, CA 90022
**Contact:** Nichole Alcaraz; E: nalcaraz@ph.lacounty.gov

Disease Control Administration
**Position Description:** To assist in the bureau’s efforts to control communicable diseases, respond to outbreaks/disasters, and support a variety of community-focused public health projects, the individual in this position assists with literature reviews, research, implementation of evidence-based practices, preparation of high-level reports/presentations/executive assignments/project/program planning, implementation and evaluation.

**Work Location:** 313 N. Figueroa St., Los Angeles, CA 90012
**Contact:** Susan Amador; E: superez@ph.lacounty.gov

Facilities Management/Space Planning
**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
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

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
Environmental Health (EH) is a division within DPH responsible for the enforcement of state and local laws and regulations relating to environmental factors which affect public health and safety. EH staff is comprised primarily of Environmental Health Specialists, commonly known as “Health Inspectors.” It is the mission of EH “to assess environmental conditions and reduce exposure to health risks, and to educate the public on sources of environmental risk so they are empowered to protect themselves, their families, and their communities.” The division is led by the Environmental Health Director and Administrative Unit. EH is made up of different Branches that perform different functions and services. Please carefully review the branch descriptions and apply accordingly.

District Surveillance and Enforcement Branch: District Surveillance & Enforcement (DSE) is responsible for the inspection and enforcement of public health laws at the following: restaurants, bakeries, markets, contracted public school cafeterias, summer feeding sites, senior feeding sites, swap meets, Certified Farmer’s Markets, licensed housing, swimming pools at licensed apartments, condominiums, temporary food facilities at community events, pet food stores, food warehouses, theaters and self-service laundries. DSE also handles complaints regarding vermin, sewage, and green pools at private and commercial properties throughout Los Angeles County.

Environmental Protection Branch: The Environmental Protection Branch is comprised of seven specialty programs: Cross Connections and Water Pollution Control, Drinking Water, Land Use, Radiation Management, Recreational Waters, and Solid Waste Management. The programs are very diverse in nature, but they all focus on the protection of public health and the environment.

Specialized Surveillance and Enforcement Branch: The Branch is comprised of ten unique programs with diverse responsibilities: Body Art, Garment Inspection, Jail Inspection, Mobile Food Vending Investigation and Compliance, Organized Camps, Plan Check, Specialized Food Service, Vector Management, Vehicle Inspection, and Wholesale Food & Safety Program. These programs provide a wide range of services designed to safeguard the public’s health.

Toxicology and Environmental Assessment Branch: This Branch is composed of physicians, nurses, epidemiologists, researchers, industrial hygienists, risk assessors, and community outreach specialists. Together they identify, control and reduce environmental and health risks associated with toxic agents.

Work Location: Varies.
Contact: Workforce Development Program; E: EHWorkforceDevelopment@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: [www.governmentjobs.com/careers/lacounty/jobs/1197376/academic-internship](http://www.governmentjobs.com/careers/lacounty/jobs/1197376/academic-internship) (after a Department of Public Health program office has agreed to host them).

Which schools have partnerships with Los Angeles County for internships?

As of July 30, 2020, Partner Colleges/Universities include:

A.T. Still University  |  Los Angeles City College
Boston University    |  East Los Angeles College
Boston University – Sargent College |  Los Angeles Harbor College
California Lutheran University |  Los Angeles Mission College
California State University (All Campuses) |  Los Angeles Pierce College
Claremont Graduate University |  Los Angeles Southwest College
Fremont College      |  Los Angeles Trade-Tech College
Northern Arizona University |  Los Angeles Valley College
Pomona College       |  West Los Angeles College
Rio Hondo College    |  
Stanford University Law School |  
University of California Berkeley School of Public Health |  
University of California Riverside – Sociology |  
University of La Verne |  
University of Southern California School of Social Work |  

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>
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<tbody>
<tr>
<td>Internship</td>
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<td>●</td>
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<tr>
<td>Volunteer</td>
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<tr>
<td>Student Professional Worker</td>
<td>●</td>
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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
- University of San Francisco
- West Coast University
- Western University