

# Internships & Volunteers

CATALOG 2023





## A message from director **Dr. Barbara Ferrer**

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. Review project descriptions and apply accordingly.

- For an internship opportunity (seeking academic credit), go to website: <https://hr.lacounty.gov/academic-internships/> to get started. You must apply to Los Angeles County's Academic Internship Program (AIP) and complete their orientation prior to interning with a Department of Public Health program.
- For a volunteer opportunity (not seeking academic credit), email [HRAdminSupport@ph.lacounty.gov](mailto:HRAdminSupport@ph.lacounty.gov).

### 2. Select the project(s) of interest.

- For internships, LA County's Academic Internship Program (AIP) will work with you and send your resume to the programs that have projects you are interested in.
- For volunteering, you may send your resume to the program's contact person of the project you are interested into inquire if they are accepting volunteers.

### 3. The program will contact you for an interview if the can host an intern or volunteer.

For information about internships and volunteering, please see the [FAQs](#) at [publichealth.lacounty.gov/intern](http://publichealth.lacounty.gov/intern). This catalog was **updated on 01/30/2023**. If you have any questions about internships and volunteering, email [interns@ph.lacounty.gov](mailto:interns@ph.lacounty.gov).

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## Community Health & Health Education

### Community Health Education and Health Promotion – African American Infant & Maternal Mortality

**Project No. 1273 - Project Description:** The African American Infant and Maternal Mortality Initiative is a unique internship opportunity that centers on addressing health inequities facing BIPOC (Black, Indigenous and People of Color) communities in Antelope Valley (SPA 1). As a member of the Community Liaising Team, the intern would primarily assist the regional/DPH leads in the facilitation of the Antelope Valley African American Infant and Maternal Mortality Community Action Team (AV AAIMM CAT). The intern will also closely collaborate with the San Fernando/Santa Clarita Valleys (SFSCV) CAT leads. In association with the functions of the community action team, the intern would focus on tasks such as grant development and funding, health policy, and co-lead the development/operations of workgroup(s). Ideal candidates must be actively enrolled in an MPH/equivalent program or doctorate program. One or more years of non-profit work is highly desired. Interns must have access to a personal laptop and internet connection.

**Work Locations:** SPA 1 – 335-B E. Ave K-6, Lancaster, CA 93535; Teleworking option is available.

SPA 2 – 7555 Van Nuys Blvd, Van Nuys, CA 91405; Teleworking option is available.

**Contact:** Nathan Lehman; E: [NLehman@ph.lacounty.gov](mailto:NLehman@ph.lacounty.gov); Jordan Figueroa; E: [JFigueroa2@ph.lacounty.gov](mailto:JFigueroa2@ph.lacounty.gov)

### Community Health Services – Service Planning Area’s (SPA’s) 3 & 4

**Project No. 1153 - Project Description:** Assist with planning, implementing, and evaluating public health programs and activities; provide grant management support for COVID-19 grants to the Department; 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. More than one internship may be available. In addition to address health disparities that arise from inequitable social, economic, and environmental conditions for residents in Metropolitan Los Angeles. Interns and volunteers will 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 3 & 4.

**Work Locations:** (SPA 3) 750 S. Park Ave Pomona, CA 91766; 330 W. Maple Avenue, Monrovia, CA 91016 / (SPA 4) 241 N. Figueroa St., Los Angeles, CA 90012; 5205 Melrose Ave., Los Angeles, CA 90038

**Contact:** Angela Salazar; E: [ansalaza@ph.lacounty.gov](mailto:ansalaza@ph.lacounty.gov)

### Community Health Services – Service Planning Area’s (SPA’s) 7 & 8

**Project No. 941 & 942 - Project Description:** Address health disparities that arise from inequitable social, economic, and environmental conditions for residents. Interns and volunteers will 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. The undergraduate intern is placed within the Community Liaison Unit of the Regional Health Office.

**Work Location:** SPA 7: 7643 S. Painter Ave, Whittier, CA 90602/ SPA 8: 123 W. Manchester Blvd. Inglewood, CA 90301

**Contact:** Alicia Martinez-Vargas; E: [alicmartinez@ph.lacounty.gov](mailto:alicmartinez@ph.lacounty.gov)

### Community Health Services – Pharmacy

**Project No. 1048 - Project Description:** The emphasis will be the role of the Pharmacist in the Public Health Environment. They should possess excellent organization, written and oral communications skills; exhibit dedication and great attention to detail, work effectively in team settings, and conduct research on evidenced based practices.

**Work Location:** 241 N. Figueroa St, Room B-9, Los Angeles, CA 90012

**Contact:** Gema Morales-Meyer; E: [gemeyer@ph.lacounty.gov](mailto:gemeyer@ph.lacounty.gov)

### Community Health Services – Clinic Services

**Project No. 1263 - Project Description:** Assist with planning, implementing, and evaluating strategic priorities for Clinic Services which oversees all 14 public health centers throughout Los Angeles County and one mobile outreach team. 4

Project duties may include assessing public health education needs of the target population; planning, implementing, and evaluating public health education interventions; assessing, developing, and testing health-related interventions, materials and messages as well as participating in internal and stakeholder meetings.

**Work Location:** Varies and can be located at one of the 14 public health centers

**Contact:** Gema Morales-Meyer; E: [gemeyer@ph.lacounty.gov](mailto:gemeyer@ph.lacounty.gov)

### **Children's Medical Services – Social Work Internship**

**Project No. 1269 - Project Description:** Children's Medical Services provides preventive screening, diagnostic, treatment, rehabilitation, and follow-up services to meet the specific health care needs of children and youth with special health care needs and provides related resources. We are seeking a Master of Social Work intern to perform multi-level practice work: individual, group, and systemic interventions. Intern will apply multiple treatment modalities and social work theory/ frameworks to gain perspective and insight on patient / family dynamics. Intern will get experience with assessment, diagnosis, treatment planning, intervention, outcomes evaluation, and termination. Apply social work practices to multicultural populations. Interns will work on advocacy, resource referral, community needs assessment, evaluation, and documentation. Internship will provide macro skill development such as advocacy, evaluation, fundraising and development, grant writing, and program development.

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

**Contact:** Windy Gaston; E: [wgaston@ph.lacounty.gov](mailto:wgaston@ph.lacounty.gov)

### **Acute Communicable Disease Control – Food Safety Unit**

**Project No. 1280 - Project Description:** Student intern will join an interdisciplinary team to support diverse and dynamic activities including foodborne disease surveillance and outbreak management. Duties include but are not limited to: Rapid assessment of potential clusters, Support field investigations as appropriate. Support local and multi-jurisdictional cluster investigations, including conducting CDC standard interviews. Assist with data entry/analysis of data collected from interviews. The student intern will receive career mentorship in epidemiology and public health throughout their internship.

**Work Location:** Telework

**Contact:** Lello Tesema; E: [ltesima@ph.lacounty.gov](mailto:ltesima@ph.lacounty.gov)

### **Division of Chronic Disease and Injury Prevention - Nutrition and Physical Activity Program**

**Project No. 1099 - Project Description:** Increasing healthy food access in early childhood education, school districts, healthcare clinics, food pantries, and community-based settings; promoting Cal Fresh Food and other federal food assistance programs through development of social media toolkit and calendar, or other promotion and outreach; supporting the coalition Nutrition Access LA with efforts to increase nutrition security and healthy food access through convening partners, educating and informing, and supporting policy; conducting key informant interviews with subject matter experts and community-based partners; conducting environmental scans on healthcare centers and universities; writing reports and presenting on controversies in public health nutrition and state/federal level legislation that affects it; crafting responses to nutrition FAQs that come from the community for proposed rule changes; assisting in community nutrition education classes or food demonstrations; and creating spreadsheets and analyzing data. This program seeks Dietetic Interns, who are required to be enrolled in a Coordinated or Dietetic Internship Program that is affiliated with a university, or interns enrolled in MPH programs with a focus on nutrition.

**Work Location:** 3530 Wilshire Blvd, 8<sup>th</sup> Floor, LA, CA 90010

**Contact:** Kelly Warner; E: [kwarner@ph.lacounty.gov](mailto:kwarner@ph.lacounty.gov)



## **Division of Chronic Disease and Injury Prevention Program - Teen Distracted Driving Program**

**Project No. 1257 - Project Description:** The student will be working with the Division of Chronic Disease and Injury Prevention (DCDIP) Injury Prevention Unit (IPU) to address teen motor vehicle collisions and deaths in Los Angeles County. This is a new project established in 2020 to provide education to teen drivers and passengers to change the culture of driving to one that is distraction-free. The IPU project will include training for the student to become a presenter to disseminate data, materials, and evidence findings to high school students. The student will also be involved in calling high school administrators/teachers to coordinate workshops and attend coalition meetings to share resources to networks. Occasional outreach opportunities are available if the student is willing to participate on evenings and weekends. Interns must currently be enrolled in college.

**Work Location:** 3530 Wilshire Blvd., 8<sup>th</sup> floor, Los Angeles, CA 90010

**Contact:** Christine Li; E: [cli@ph.lacounty.gov](mailto:cli@ph.lacounty.gov); Britney Medina; E: [BMedina2@ph.lacounty.gov](mailto:BMedina2@ph.lacounty.gov)

## **Office of Violence Prevention**

**Project No. 1236 - Project Description:** The Office of Violence Prevention (OVP) seeks graduate level interns to work on various programs and initiatives that support our Strategic Plan priorities focused on supporting children, youth, and families, creating cultures of peace, fostering safe neighborhoods, and building capacity for healing informed policies, practices, and systems. Sample duties may include conducting research, assisting with community assessments, supporting the efforts of regional violence prevention coalitions, conducting outreach efforts, assisting with training and capacity building efforts, writing reports, and preparing presentations, and working with community residents including youth and survivors to better understand needs related to violence, trauma, and healing. Additional skills needed include strong oral, written, listening, and communication skills and the ability to engage with diverse populations and manage multiple tasks.

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

**Contact:** Eileen Manasan; E: [emanasan@ph.lacounty.gov](mailto:emanasan@ph.lacounty.gov)

## **Oral Health Program**

**Project No. 1233 - Project Description:** The Oral Health Program will be working with dental school interns to provide temporary partial dentures to people experiencing homelessness at mobile shower sites (e.g., Lava Mae) in Los Angeles County in addition to providing them with oral health education and resources. The purpose is to bring the dental services to the population that is experiencing homelessness, where they are, instead of having them go to dental clinics. The temporary partials will only replace missing upper and/or lower anterior teeth to improve esthetics and possibly phonetics. Dental students will fabricate and deliver the temporary partial dentures to the clients at the site. Dental students must work under the supervision of a faculty dentist. Dental student must have knowledge of dental anatomy and some clinical dental experience. Must have the approval from a dental faculty.

**Work Location:** Weingart East LA YMCA 2900 Whittier Blvd., Los Angeles, CA 90023

**Contact:** Lin Chan, DDS; E: [LChan@ph.lacounty.gov](mailto:LChan@ph.lacounty.gov)

## **Epidemiology, Research, and Evaluation**

### **Acute Communicable Disease Control Program – Viral Hepatitis Unit**

**Project No. 1274 - Project Description:** The Los Angeles County Department of Public Health, Viral Hepatitis and Respiratory Disease Unit investigates viral hepatitis and respiratory diseases. Candidates should have strong skills with statistical programming in SAS and/or R, and have data management experience, be reliable, organized, detail-oriented, have strong communication skills, and should be able to work independently. There are opportunities for surveillance work and for outbreak investigations. Tasks can include but are not limited to case interviews, data collection, management, analysis, and interpretation.

**Work location:** Telework; with once a month at 313 N. Figueroa St., 2<sup>nd</sup> Floor, Los Angeles, CA 90012

**Contact:** Mirna Ponce Jewell; E: [mponce@ph.lacounty.gov](mailto:mponce@ph.lacounty.gov)

### **Acute Communicable Disease Control Program- Climate Change and Sustainability Program**

**Project No. 1292** – **Project Description:** The [Syndromic Surveillance Project \(SSP\)](#) is collaborating with the [Climate Change and Sustainability Program \(CCSP\)](#) to examine heat-related illness (HRI) morbidity data. SSP analyzes near real-time data from emergency receiving hospitals in Los Angeles County to identify emergency department (ED) visits for HRI; however, SSP data are not validated and underestimate the true burden of HRI. To understand the extent of this underestimate, the intern will compare HRI estimates from SSP data to a validated but lagged dataset from the [Department of Health Care Access and Information \(HCAI\)](#) for recent years during seasons of extreme heat. This project is ideal for a student with a strong interest in data analysis and in making valuable contributions to local understanding of rising temperatures and health outcomes.

**Work Location:** Telework; with once a month at 313 N. Figueroa St., Los Angeles, CA 90012

**Contact:** Karen Chang/ Emily Kajita; E: [kchang@ph.lacounty.gov](mailto:kchang@ph.lacounty.gov) / [ekajita@ph.lacounty.gov](mailto:ekajita@ph.lacounty.gov)

### **COVID-19 Surveillance and Outbreak Investigation – Outbreak Management Branch, Data Science Team**

**Project No: 1267** - **Project Description:** Assist in writing protocols and summarize data collected in the LACDPH Outbreak Management and Vaccine Branches. This internship will also include an introduction to tools used in COVID-19 field surveillance, such as creating epi curves and line lists. Interns must have strong written skills and experience using coded intake forms, codebooks, and SAS statistical software.

**Work Location:** Telework

**Contact:** Lisa V. Smith; E: [lismith@ph.lacounty.gov](mailto:lismith@ph.lacounty.gov)

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

**Project No: 1254** - **Project 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 data cleaning, assistance with development of data dictionary and data protocol for HIV Testing Services (HTS), completing data entry and managing datasets, conducting literature reviews, performing various data analyses, including analysis on health district residence and HIV service/testing access for HTS and Ryan White (RW) services, 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 preferably have some program evaluation experience. This internship can also be carried out remotely.

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

**Contact:** Sona Oksuzyan; E: [SOksuzyan@ph.lacounty.gov](mailto:SOksuzyan@ph.lacounty.gov)

### **Institutional Review Board**

**Project No. 1246** - **Project Description:** The Institutional Review Board (IRB), housed in the DPH Chief Science Office, serves as an independent oversight board abiding by 45 CFR 46, the Federal Policy for the Protection of Human Subjects (the "Common Rule"). The IRB ensures the ethical treatment of subjects of research and related activities such as research, evaluation, surveillance, and other data gathering activities involving DPH, Department of Health Services (DHS) Health Services Administration and DHS Ambulatory Care Center patients, clients, or staff. In addition to overseeing ethical conduct of research and related activities, the IRB promotes equity of study recruitment, ethical conduct, and rigorous and appropriate methodology. More information can be found at:

<http://publichealth.lacounty.gov/irb/>. The IRB is seeking interns who are proficient in Microsoft office with excellent organization, writing, and prioritization skills. Responsibilities include maintaining research project database system, which involves assisting with transferring hard copy research projects into a new online database system of confidential data with various components to track vital information, record IRB committee actions, annual continuing reviews, reminder notices on delinquent or near expiration projects and prepare various types of monthly reports.

**Work Location:** 313 N Figueroa St, Room 127 Los Angeles, CA 90012

**Contact:** Alysia Kwon, E: [irb@ph.lacounty.gov](mailto:irb@ph.lacounty.gov)



## **Tuberculosis Control Program – Education and Evaluation Unit**

**Project No. 1127 - Project Description:** The assistant Project Coordinator Intern will assist with planning and collaboration efforts. Duties may include one or more of the following: assisting in building a TB coalition, coordinating TB First Friday continuing medical education (CME) workshops/ conferences, planning World TB Day, editing health education material, developing fact sheets, and drafting annual education and training reports based on resulting data. More specifically, under the leadership of the Sr. Health Educator, the intern will help assist in planning and executing World TB Day 2017 and TB First Friday conferences and compiling data sources for TB Control Program reporting.

**Work Location:** 2615 S. Grand Avenue, Los Angeles, CA 90007

**Contact:** Karla Amaya; E: [KAmaya@ph.lacounty.gov](mailto:KAmaya@ph.lacounty.gov)

## **Veterinary Public Health - Epidemiology**

**Project No. 995 - Project Description:** Work on projects within the intersection of human and animal health. In discussion with staff at VPH and with their college advisor, the intern will write a thorough 3–5-page proposal on their research topic and anticipated phases of work for the summer. Work may either expand on ongoing projects or may be new work. All projects will include literature reviews and writing. Projects may also include survey design and implementation, data analysis, report-writing, educational materials development, and in-person presentations.

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

**Contact:** Karen Ehnert; E: [kehnert@ph.lacounty.gov](mailto:kehnert@ph.lacounty.gov)

## **Veterinary Public Health**

**Project No. 1017 - Project 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 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: [kehnert@ph.lacounty.gov](mailto:kehnert@ph.lacounty.gov)

## **Vaccine Preventable Disease Control**

**Project No. 1283 – Project Description:** Assist with various program activities that have identified areas of improvement and proposed solutions using a variety of Quality Improvement (QI) tools. Involvement with participating in VPDC QI meetings, assisting with collecting data using QI and analyzing data-driven solutions to address health inequities. This will give the intern experience with developing written protocols, collection of program evaluation data and creating visually engaging written products for dissemination to internal and external DPH stakeholders.

**Work Location:** 3530 Wilshire Blvd., Suite, 700, Los Angeles, CA 90010

**Contact:** Kathleen Sanchez; E: [ksanchez@ph.lacounty.gov](mailto:ksanchez@ph.lacounty.gov)

## **Vaccine Preventable Disease Control**

**Project No. 1293 – Project Description:** Intern will work with the Epidemiology and Surveillance Unit to create innovative communication products to disseminate data on disease and vaccination trends. Products may include reports, fact sheets, dashboards, maps, infographics, toolkits, and other educational materials. This project may also entail reaching out to healthcare providers, schools, and community-based organizations to gather feedback and assess the usefulness of our communication products.

**Work Location:** 3530 Wilshire Blvd., Suite, 700, Los Angeles, CA 90010

**Contact:** Sherry Yin; E: [syin2@ph.lacounty.gov](mailto:syin2@ph.lacounty.gov)

## Health Policy and Program Management

### Division of Chronic Disease and Injury Prevention – PLACE Program

**Project No. 1150 - Project Description:** Assist with public engagement activities to support development of Community Pedestrian Plans for one or more unincorporated communities. Duties may include supporting program staff and the project team in planning and executing a community engagement effort; drafting or reviewing outreach materials; conceptualizing engagement activities; handling logistics such as identifying and booking meeting spaces, creating, and sending meeting invitations and project newsletters; and providing day-of support at meetings, workshops, community walks, tabling, or similar activities.

**Work Location:** 695 S. Vermont Ave., 14<sup>th</sup> Floor, Los Angeles, CA 90005

**Contact:** Jean Armbruster E: [jarmbruster@ph.lacounty.gov](mailto:jarmbruster@ph.lacounty.gov)

### Maternal, Child, and Adolescent Health Programs (MCAH) – Youth Development Planning and Evaluation

**Project No. 1275 - Project Description:** Duties include preparing a summary report and presentation on best practices for collaboratively developing interventions when teams include youth and adult constituents. Analyze monthly meeting reflection from data and visually summarize results. Standardize educational curriculum; include adolescent health topics of highest need and interest to the youth advisors.

**Work Location:** Telework; once a month at 600 S. Commonwealth Ave., Suite 800, Los Angeles, CA 90005

**Contact:** Pamina Bagchi, E: [cbagchi@ph.lacounty.gov](mailto:cbagchi@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.

**Work Location:** 1000 S. Fremont Ave, Building A-9 East 5<sup>th</sup> Floor, Alhambra, CA 91801

**Contact:** Susan Luong/ Annie Chen; E: [suluong@ph.lacounty.gov](mailto:suluong@ph.lacounty.gov)/ [achen2@ph.lacounty.gov](mailto:achen2@ph.lacounty.gov)

**Project No. 1095 – Project Description:** Healthy Aging – Los Angeles Alliance for Community Health and Aging (LAACHA): Contribute to the planning, development and facilitation of meetings and conferences. Assist in the design and publication of the LAACHA monthly newsletter, to provide current and important information and resources for older adults, family caregivers and service providers. Assist with a variety of projects, tasks and research that may include collecting, analyzing, and presenting data related to healthy aging issues. Outreach to engage LAACHA organizational and community partners. Engage with LAACHA members, stakeholders, and community partners to help identify and develop strategies to address priority public health issues related to healthy aging.

**Project No. 1279 – Project Description:** Sexual and Reproductive Health; Contribute to research, advocacy, and educational projects on sexual and reproductive health, including abortion. Areas of work primarily include contraception and abortion, but could include 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, survey development, fact sheets, trainings, reports/manuscripts, trend analyses, and/or event/conference planning. Track and analyze legislative and policy changes related to these issues. Assist with a variety of projects to address current women's health issues related to sexual and reproductive health, inclusive of the following core elements: program planning, policy development, and evaluation.

**Project No. 1042 – Project Description:** Women's Health Programs; Collaborate with multidisciplinary staff on various women's health projects that address current women's health issues, including sexual and reproductive health, including abortion, healthy aging, domestic and sexual violence, women's cancers, chronic disease, etc. Assistance with areas such as, communication efforts, developing written materials and presentations, conference/meeting planning, and data entry and analysis. Stakeholders include community members, County staff, and external professionals. Contribute to the planning, development and facilitation of meetings and conferences.

Assist in the design and publication of updates or status reports, to provide current and important information and resources identified to address service gaps for DV survivors and service providers. Assist with a variety of projects, tasks and research that may include collecting, analyzing, and presenting data, infographics and trend information related to DVHSS issues. Outreach and engagement with the Domestic Violence Council, organizational and community partners to assist in the development and support of DV survivor-centered resources to address intimate partner violence. Engage with DV Council, other County departments, stakeholders, and community partners to help identify and develop communication strategies to address priority programmatic and public health issues related to DVHSS.

**Project No. 1281 – Project Description:** Assist the Office of Women’s Health with the programmatic administration, growth and sustainability of the Domestic Violence Housing and Supportive Services (DVHSS) unit. Contribute to the planning, development and facilitation of meetings and conferences. Assist in the design and publication of updates or status reports, to provide current and important information and resources identified to address service gaps for DV survivors and service providers. Assist with a variety of projects, tasks and research that may include collecting, analyzing, and presenting data, infographics and trend information related to DVHSS issues. Outreach and engagement with the Domestic Violence Council, organizational and community partners to assist in the development and support of DV survivor-centered resources to address intimate partner violence. Engage with DV Council, other County departments, stakeholders, and community partners to help identify and develop communication strategies to address priority programmatic and public health issues related to DVHSS.

### **Office of Planning, Integration and Engagement**

**Project No. 1282 – Project Description:** Los Angeles County Department of Public Health’s Office of Planning, Integration, and Engagement (PIE) is responsible for building and managing multi-disciplinary teams focusing on resource development, strategic planning and integration, and community engagement. Interns and volunteers will have the opportunity to work on a diverse set of evolving projects based on the PIE Unit’s needs and the candidate’s interest. Sample duties may include assisting with planning, implementing, and evaluating public health programs and activities such as conducting research and/or assisting with internal or external assessments; conducting community outreach and working with community residents, participating in internal/external committees and/or collaboratives; and providing grant writing and management support. Additional skills needed include strong oral, written, listening, and communication skills and the ability to engage with a diverse group of stakeholders.

**Work Location:** 313 N. Figueroa St., Suite 708, Los Angeles, CA 90012

**Contact:** Gabriela Mendoza; E: [gabmendoza@ph.lacounty.gov](mailto:gabmendoza@ph.lacounty.gov)

### **Public Health – Center for Health Equity**

**Volunteer Opportunity- Project Description:** The Center for Health Equity strives to advance racial, social, economic, and environmental justice in partnership with committed County partners, local organizations, and community members. The Center for Health Equity is requesting an intern to support for some or all the following projects: Researching and analyzing policies and best practices related to equity. This can include issues such as language justice, data disaggregation, social determinants of health, and more. Researching and assessing equity-based trainings offered outside of DPH. Developing and implementing equity-based trainings and policies at DPH.

**Work Location:** Telework

**Contact:** Scott Chan; E: [schan@ph.lacounty.gov](mailto:schan@ph.lacounty.gov)

## **Public Health Administration**

### **Childhood Lead Poisoning Prevention Program – Materials Management**

**Project No. 1272 - Project Description:** support lead poisoning prevention materials management, which will include processing orders for health care providers and community partners, determining if materials need translation, developing materials as needed, and tracking materials distributed. Tasks may include data entry, administration, virtual presentations, assembling materials for outreach events, and answering phone calls. Special projects in public health program planning, implementing, monitoring, and evaluation may also be explored, including updating curricula, developing campaign materials, and analyzing activity results.

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

**Contact:** Sabahat Quraish E: [squraish@ph.lacounty.gov](mailto:squraish@ph.lacounty.gov)

## Health Inspection

### Environmental Health

**Project No. 1284 – Project Description:** The project involves development of inspection procedures for the Mobile Food Facility Program. The intern would assist with development of outreach materials, creation of internal documents and assistance with commissary surveys and inspection on mobile food facilities operating after 5:30 PM.

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

**Contact:** Lyle Griffiths; E: [ehworkforcedevelopment@ph.lacounty.gov](mailto:ehworkforcedevelopment@ph.lacounty.gov)

**Project No. 1285 – Project Description:** The project involves development of outreach and education materials for the Community Health and Camps & Schools Programs. The intern would assist with development of outreach materials, creation of internal documents and assistance with surveys with incorporated cities regarding permitting of Body Art facilities. Additionally, the intern would assist with outreach materials for public and private schools regarding permitting the food operations.

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

**Contact:** Lyle Griffiths; E: [ehworkforcedevelopment@ph.lacounty.gov](mailto:ehworkforcedevelopment@ph.lacounty.gov)

**Project No. 1286 – Project Description:** The project involves analyzing permitted inventory and inspection data for branch programs to better understand staffing needs.

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

**Contact:** Lyle Griffiths; E: [ehworkforcedevelopment@ph.lacounty.gov](mailto:ehworkforcedevelopment@ph.lacounty.gov)

**Project No. 1287 – Project Description:** Environmental Health (EH) is responsible for the enforcement of state and local laws and regulations relating to environmental factors which affect public health and safety. Intern will collaborate with EH programs to update public information and assist in the development of training plans, training presentations, and guidance materials. Interns may also: conduct research or surveys of other jurisdictions; review the accuracy of information/data on EH websites and within inspection databases; or assist Environmental Health programs to develop workflows to improve efficiencies. Interns may also receive exposure to the oversight and enforcement of state and local regulations as it relates to EH inspections.

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

**Contact:** Lyle Griffiths; E: [ehworkforcedevelopment@ph.lacounty.gov](mailto:ehworkforcedevelopment@ph.lacounty.gov)

**Project No. 1288 – Project Description:** Environmental Health (EH) is responsible for the enforcement of state and local laws and regulations relating to environmental factors which affect public health and safety. The intern will collaborate with the Recreational Waters Program to assist in the preparation and delivery of a multi-media awareness campaign to educate the public about childhood drowning prevention. The intern may also: schedule outreach training and develop partnerships with stakeholders. The intern may also receive exposure to the oversight and enforcement of state and local regulations as it relates to public pool inspections.

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

**Contact:** Lyle Griffiths; E: [ehworkforcedevelopment@ph.lacounty.gov](mailto:ehworkforcedevelopment@ph.lacounty.gov)

**Project No. 1289 – Project Description:** Environmental Health (EH) is responsible for the enforcement of state and local laws and regulations relating to environmental factors which affect public health and safety. The intern would assist with inventory investigations, data review and digitization, and updating industry and public information documents. The intern may also receive exposure to the oversight and enforcement of state and local regulations as it relates to EH inspections.

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

**Contact:** Lyle Griffiths; E: [ehworkforcedevelopment@ph.lacounty.gov](mailto:ehworkforcedevelopment@ph.lacounty.gov)

## **Health Facilities Inspection**

**Project No. 1258 - Project 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:** 12440 Imperial Highway, Norwalk, CA 90650

**Contact:** Stephen Fok; **E:** [SFok@ph.lacounty.gov](mailto:SFok@ph.lacounty.gov)

## Frequently Asked Questions

### 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.

All County workforce members (including interns) must be **fully vaccinated** against COVID-19 as a condition of employment. Successful candidates for this position will be **required** to submit proof of vaccination against COVID-19. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

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 December 16, 2022, Partner Colleges/Universities include:

|  |   |
|--|---|
| Antelope Valley College  | George Washington University            |
| A.T. Still University  | Grand Canyon University                 |
| Azusa Pacific University – School of Nursing                         | Hawai'i Pacific University              |
| Azusa Pacific University – School of Behavioral and Applied Sciences | Holy Names University                   |
| Baylor University  | Keck Graduate Institute                 |
| Biola University   | Liberty University                      |
| California Baptist University  | Loma Linda University                   |
| California Lutheran University                                       | Los Angeles Community College District: |
| California State University (All Campuses)                           | East Los Angeles College                |
| Capella University   | Los Angeles City College                |
| Cerritos Community College District                                  | Los Angeles Harbor College              |
| Chamberlain University   | Los Angeles Mission College             |
| Claremont Graduate University  | Los Angeles Pierce College              |
| Columbia University  | Los Angeles Southwest College           |
| Concorde Career College  | Los Angeles Trade-Tech College          |
| Elon University  | Los Angeles Valley College              |
| Emory University Rollins School of Public Health                     | West Los Angeles College                |
|  | Louisiana State University, Shreveport  |

Loyola Marymount University  
Michigan State University  
Mount Saint Mary's University, Los Angeles  
National University  
New England Institute of Technology  
Occidental College  
Pacific Oaks College  
Pomona College  
Rio Hondo College  
Rush University Medical Center  
Scripps College  
Simmons University  
Southern New Hampshire University  
State University of New York at Albany  
State University of New York at Buffalo  
Texas A&M University – Commerce  
The Chicago School  
The University of Scranton  
UCLA Extension  
UCLA Luskin School of Public Affairs  
UCLA Fielding School of Public Health

UMASS Global  
University of Arizona  
University of La Verne  
University of Massachusetts – Dartmouth  
University of Nebraska Medical Center, College of PH  
University of Phoenix  
University of San Francisco  
University of Southern California  
University of Washington School of Public Health  
USC School of Social Work  
Walden University  
Weber State University  
West Coast University  
West Los Angeles College  
Western New Mexico University  
Western University  
Western University of Health Sciences  
Whittier College  
Woodbury University  
Yale University School of Public Health

## 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](mailto: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:

|                             | Professional Experience Provided | Academic Credit Offered | School Enrollment Required | Paid |
|-----------------------------|----------------------------------|-------------------------|----------------------------|------|
| Internship                  | ●                                | ●                       | ●                          |      |
| Volunteer                   | ●                                |                         |                            |      |
| Student Professional Worker | ●                                |                         | ●                          | ●    |

## How do I apply?

1. Review project descriptions and apply accordingly.
  - For an internship opportunity (seeking academic credit), go to website: <https://hr.lacounty.gov/academic-internships/> to get started. You must apply to Los Angeles County's Academic Internship Program (AIP) and complete their orientation prior to interning with a Department of Public Health program.
  - For a volunteer opportunity (not seeking academic credit), email [HRAdminSupport@ph.lacounty.gov](mailto:HRAdminSupport@ph.lacounty.gov).
2. Select the project(s) of interest.
  - For internships, LA County's Academic Internship Program (AIP) will work with you and send your resume to the programs that have projects you are interested in.
  - For volunteering, you may send your resume to the program's contact person of the project you are interested into inquire if they are accepting volunteers.
3. The program will contact you for an interview if the 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 11 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
- Marsha Fuerst School of Nursing (formerly Glendale Career College)
- University of California Los Angeles
- University of San Francisco
- West Coast University
- Western University