Internships & Volunteers
Catalog 2019

Make a difference.
Promote the health and well-being of everyone in Los Angeles County with the Department of Public Health.

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

Best regards,

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

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

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

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

For information about internships and volunteering, please see the FAQs. This catalog was published on 2/14/2019. Check publichealth.lacounty.gov/intern for updated versions. If you have any questions about internships and volunteering, email interns@ph.lacounty.gov.
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Community Services - San Gabriel Valley, Service Planning Area 3

Position Description: Community Services – San Gabriel Valley Region (SPA 3) aims to address health disparities that arise from inequitable social, economic, and environmental conditions for residents in the San Gabriel Valley and surrounding areas. Community Services promotes healthy living for 47 cities and unincorporated areas, which includes over 1.7 million residents throughout the San Gabriel Valley. Assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaboratives.

Work Location: 330 West Maple Ave. Monrovia, CA 91016
Contact: Disly Juarez; E: djuarez@ph.lacounty.gov

Community Services – Metropolitan, Service Planning Area 4

Position Description: Assist with planning, implementing, and evaluating public health programs and activities; participate in research analysis of identified public health issues; create and test health education-related materials based on community needs; conduct community outreach; and participate in internal/external committees and/or collaboratives in Service Planning Area 4.

Work Location: 241 N. Figueroa St., Los Angeles, CA 90012
Contact: Monica Molina; E: MMolina@ph.lacounty.gov

Community Services – West and South, Service Planning Areas 5 & 6

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

Work Location: 3834 S. Western Ave, Los Angeles, CA 90062
Contact: Aneena Pokkamthanam; E: apokkamthanam@ph.lacounty.gov

Community Services – East, Service Planning Area 7

Position Description: The Community Services internship offers direct experience with assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services.

Work Location: 7643 S. Painter Ave, Whittier, CA 90602
Contact: Alicia Martinez-Vargas; E: alicmartinez@ph.lacounty.gov

Community Services – South Bay, Service Planning Area 8

Position Description: The Community Services internship offers direct experience with assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services. Work alongside health educators in our local regional health office.

Work Location: 123 W. Manchester Blvd, Inglewood, CA 90301
Contact: Leslie Lopez; E: leslope@ph.lacounty.gov
**Chronic Disease and Injury Prevention - Communications and Community Relations**

**Position Description:** The Communications and Community Relations Team develops and implements media and public education campaigns. We are responsible for press events, media campaigns, press materials, media requests, social media, and website content for Chronic Disease and Injury Prevention programs. Interns or 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, press materials, etc.; assist with website content and management; and assist with documenting/photographing events.

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

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

**Communications and Public Affairs - Health Education Administration**

**Position Description:** Assist with developing, revising, testing, and translating educational materials. The materials will address diverse audiences including parents, students, health professionals, non-profit agencies, and faith-based organizations. The intern will work with professionals throughout the Department to learn more about plain language, health literacy, and health education.

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

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

**Nutrition and Physical Activity Program**

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

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

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

**Public Health Clinic Services**

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

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

**Contact:** Gema Morales-Meyer; E: gemeyer@ph.lacounty.gov

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

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

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

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

**Position Description:** Assist in the development of health education materials or campaigns focused on human and animal health. May include the creation of handouts, web-based materials, or educational messages for community members (e.g. schools, walking groups, veterinary clinics or physicians) or developing an outreach plan and creating related materials for specific communities.

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

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

Epidemiology

**Acute Communicable Disease Control**

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

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

**Contact:** Maribel Keys; E: mkeys@ph.lacounty.gov

Chief Science Office - Rapid Assessment, Training and Evaluation

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

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

**Contact:** Lisa V. Smith; E: lsmith@ph.lacounty.gov

Chief Science Office - Center for Health Impact Evaluation

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

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

**Contact:** Will Nicholas; E: wnnicholas@ph.lacounty.gov

Emergency Preparedness and Response

**Position Description:** Contribute to the Community Resilience project by identifying gaps in disaster preparedness among vulnerable populations and determine how local agencies can better plan and coordinate disaster plans for them. The intern will provide assistance with focus groups, education, and compiling data for this project. They will provide assistance with compiling the data to assess needs and develop resources for parents of children with disabilities and/or children with access and functional needs.

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

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

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

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

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

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

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

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

Tuberculosis Control Program

Position Description: Seeking a Masters of Public Health student to assist with developing Access databases to store high-risk homeless patient data; creating TB fact sheets; summarizing data in text and graphical formats; assisting with implementation of the ‘Automated Video Directly Observed Therapy’ (VDOT) project; conducting statistical calculations; and assisting with drafting patient and provider surveys.

Work Location: 2615 S. Grand Avenue, Los Angeles, CA 90007
Contact: Clarissa Torres; E: CiTorres@ph.lacounty.gov

Vaccine Preventable Disease Control Program - Epidemiology

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

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

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

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

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

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Health Policy and Management

Center for Health Equity

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

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

**Contact:** Jerome Blake; E: jblake@ph.lacounty.gov

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Children's Medical Services

**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

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Chronic Disease and Injury Prevention

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

**Work Location:** Varying

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

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Communications and Public Affairs

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

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

**Contact:** Louise Garcia; E: lgarcia@ph.lacounty.gov
**Environmental Health - Climate Change and Sustainability**

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

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

**Contact:** Susan Lesser; E: slesser@ph.lacounty.gov

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**Maternal, Child, and Adolescent Health Programs - Health Program and Policy**

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

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

**Contact:** Dominga Usher; E: dusher@ph.lacounty.gov

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**Medical Affairs**

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

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

**Contact:** Seira Kurian; E: skurian@ph.lacounty.gov

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**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

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**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:** Susan Blackwell; E: sblackwell@ph.lacounty.gov
**Office of Women's Health**

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

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

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

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

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

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

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

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**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

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**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

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**Veterinary Public Health**

**Position Description:** 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. Volunteers will assist with data entry, report processing, disease investigations, public outreach, and current program projects. Preference is given to volunteers that are available for more than 3 months.

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

**Contact:** Yulya Ghazaryan; E: vet@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

Disease Control Administration
Position Description: Provide support to the administrative office of the Bureau of Disease Control, which consists of the Division of HIV/STD Programs, Communicable Disease Control and Prevention, Community Services, Clinic Services, Public Health Labs, Division of Medical and Dental Affairs, and Nursing Administration. Assists with literature reviews, research, implementation of evidence-based practices, preparation of high-level reports/presentations/executive assignments, and project/program planning, implementation and evaluation.
Work Location: 313 N. Figueroa St., Los Angeles, CA 90012
Contact: Susan Amador; E: superez@ph.lacounty.gov

Financial Management
Position Description: Financial Services oversees the financial operations for the Department of Public Health, including grant performance monitoring and invoice processing, financial activities coordination, expenditure target setting and monitoring, fiscal review of purchase orders, processing of mileage and travel reimbursement and other fiscal related troubleshooting matters. Assist in the budget process and grants management for Public Health programs.
Work Location: 5555 Ferguson Dr., Commerce, CA 90022
Contact: Victor Cortez; E: vcortez@ph.lacounty.gov

Grant Fund Development Unit
Position Description: Assist in the successful acquisition and implementation of grants. Receive experience with the grant application process, policies and procedures of LA County contracting, as well as financial, logistical, and operational processes of the Department of Public Health. Support efforts to improve and streamline the grant process.
Work Location: 5555 Ferguson Dr, Commerce, CA 90022
Contact: Federico Rangel Jr; E: frangeljr@ph.lacounty.gov

Human Resources
Position Description: Evaluate payroll practices to determine where efficiencies can be implemented to reduce staff overtime. Review the processes for coordinating meetings with unions, notifications of equity complaints, and coordination with Departmental offices on grievances. Work on making human resources operations more efficient. Identify ways to reduce the lag time for onboarding new employees. Work on recruitment strategies for high demand positions. Assist with grievance hearings. Contribute to internal policy review and revision. Conduct application reviews and review work flow processes.
Work Location: 5555 Ferguson Dr, Commerce, CA 90022
Contact: Natalie Maldonado-Suarez; E: NMaldonado-Suarez@ph.lacounty.gov
Information Systems
Position Description: Work on website redesign and assist with the inventory of all the content on the websites, identifying what information needs to be migrated, what will be migrated or removed, and support the design workshops. Conduct research on technologies to enhance civic engagement with our communities. Conduct an evaluation of solutions on the market, facilitation of product demonstrations, and research into digital marketing trends and outreach strategies. Assist with efforts to acquire and implement new data analytics tools (e.g., SAS Enterprise, Power BI, etc.) and corresponding data repositories. This would include working with Department experts on data management strategies. Assist with efforts to acquire and implement a new data exchange platform with the Health Agency to enable standards-based data sharing of sensitive information with partners.
Work Location: 5555 Ferguson Dr, Commerce, CA 90022
Contact: David Cardenas; E: dcardenas@ph.lacounty.gov

Organizational Development and Training
Position Description: Contribute to workforce development projects within the Department of Public Health. Current projects include workforce survey, infographics education, conference planning, wellness program, emergency preparedness, leadership development, workforce development, and multimedia education. This is a great opportunity for people interested in health education, management, and administration and will provide a board overview of the work done within the Department of Public Health.
Work Location: 600 S. Commonwealth Ave, Los Angeles, CA 90005
Contact: Bernie Lau; E: blau@ph.lacounty.gov

Space Planning/Facilities Management
Position Description: Assist with the evaluation, development, and improvement of space planning and facilities management services. Review of space planning documents; development of policies and procedures associated with space planning and facilities management; and development of tools and resources for facilities management.
Work Location: 5555 Ferguson Dr, Commerce, CA 90022
Contact: Federico Rangel Jr.; E: frangeljr@ph.lacounty.gov

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

Vital Records
Position Description: The Vital Records office is responsible for the registration of birth and death certificates, as well as issuing burial permits, assist with data collection, report preparation, and clerical tasks.
Work Location: 5555 Ferguson Dr, Commerce, CA 90022
Contact: Jacquelyn Johnson; E: jjohnson@ph.lacounty.gov
Health Inspection

Environmental Health – District Surveillance & Enforcement

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

**Work Location:** Varies.

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

Health Facilities Inspection

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

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

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

What is the difference between an intern and volunteer?

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

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

What are the requirements for an internship?

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

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

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

Which schools have partnerships with Los Angeles County for internships?

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

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

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

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

Are internships and volunteer positions paid opportunities?

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

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

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<td>Student Professional Worker</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
- West Coast University
- Western University