

**San Mateo County Behavioral Health and Recovery Services   
Office of Diversity and Equity Internship Program   
Applications will be accepted on a rolling basis, until positions are filled.**

**About San Mateo County Behavioral Health and Recovery Services**

At the County of San Mateo, we take pride in the way our employees bring together their diverse backgrounds, experiences, and perspectives to serve our community’s needs. The County is an Equal Employment Opportunity Employer.

San Mateo County Behavioral Health and Recovery Services (BHRS) provides a broad spectrum of services for children, youth, families, adults and older adults for the prevention, early intervention, and treatment of mental health and/or substance use conditions.

**About the Office of Diversity & Equity**

The BHRS Office of Diversity and Equity (ODE) advances health equity in behavioral health outcomes of marginalized communities throughout San Mateo County. ODE is dedicated to addressing health inequities and stigma in the areas of mental health and substance use and supporting wellness and recovery in San Mateo County. ODE works to achieve these goals by promoting cultural humility and competence, which are rooted in principles of social justice. To learn more about ODE’s work, visit [www.smchealth.org/bhrs/ODE](http://www.smchealth.org/bhrs/ODE).

**About the Internship Program**

The ODE Internship Program is designed to provide work opportunities and practical learning experience for undergraduate and graduate students to enhance their academic learning and expose them to public service at the county level. For the 2023-2024 internship program, we are looking to extend training opportunities to **two interns**.

All interns will have the opportunity to support the [**Office of Diversity and Equity**](http://smchealth.org/bhrs/ODE) (across programs) and participate in a [**Health Equity Initiative**](http://smchealth.org/bhrs/ode/hei). Each intern will support the [**Workforce Education and Training**](https://www.smchealth.org/behavioral-health-staff-training-workforce-development) program and one the seven programs For each area, sample tasks are listed below.

1. **[Culturally & Linguistically Appropriate Services (CLAS)](https://www.smchealth.org/general-information/health-ambassador-program" \t "_blank)** are a set of 14 national standards that strive to improve healthcare quality and advance health equity by establishing a framework for organizations to serve increasingly diverse communities.
2. [**Health Ambassador Program (HAP)**](https://www.smchealth.org/general-information/health-ambassador-program-0)

Assist with outreach, planning and data entry for HAP courses (including evening classes and graduation) Contribute communication content about HAP through blogs, newsletters, social media posts and website updates Support with family engagement.

1. **[Health Equity Initiatives (HEI)](https://www.smchealth.org/health-equity-initiatives)**  
   Assist with supporting and coordinating our Health Equity Initiatives (HEI).  Strengthening evaluation, overseeing logistics and creating support documents. Gaining an understanding of our HEI needs and creatively working to provide guidance and solutions. Role will also include supporting other important programs that promote and collaborate with our HEI’s.
2. [**Multicultural Organizational Development (MCOD)**](https://www.smchealth.org/office-diversity-equity-ode) MCODis an organizational change framework focused on building BHRS's capacity to advance diversity, equity, inclusion and belonging (DEIB) principles in the workplace. BHRS focused on internal capacity development to work effectively and respectfully with diverse cultural, linguistic, and social backgrounds. To accomplish this goal, BHRS is using four levels of organizational change which include personal, interpersonal, cultural, institutional and structural/systemic. An MCOD Action Plan was developed in 2019 and includes goals, strategies and shorter-term activities and tasks. The MCOD Action Plan is currently being updated and will also include Trauma Informed Systems concepts.
3. [**Parent Project**](https://www.smchealth.org/post/parent-project-r)The Parent Project® is a 12-week class that gives parents, grandparents, and caregivers the tools to build strong and healthy families. As an intern you will assist with supporting our Parent Project program by strengthening evaluations, data entry of surveys and collected information, supporting logistics of the program and help with creating supporting documents.
4. [**Mental Health Service Act**](https://www.smchealth.org/bhrs/mhsa)The Mental Health Services Act (MHSA) provides dedicated funding to transform County behavioral health services by imposing a 1% tax on personal income over $1 million in California. As an intern you may assist with supporting new program planning activities including needs assessments (interviews, focus groups, developing surveys) and supporting the analysis of quantitative and qualitative data to inform program components.  The role may also include participating and supporting in-person, virtual or hybrid community stakeholder meetings (set-up, facilitation small group discussions, documentation) and supporting MHSA evaluation and reporting needs (gathering/reviewing data reports, summarizing findings, making recommendations for improvements).
5. **[Suicide Prevention](https://www.smchealth.org/suicide-prevention)**   
   Assist with supporting and coordinating our suicide prevention work.  Strengthening evaluation, overseeing logistics and creating support documents. Gaining an understanding of the community’s needs and creatively working to provide guidance and solutions. This role will also include opportunities for collaboration with other programs.

**Qualifications**

Required

To be eligible for this program, you must meet the following requirements:

* Undergraduate or graduate student enrolled in an accredited college or university. Recent graduates (up to one year after graduation) are also eligible.
* Available to work 20 hybrid hours per week. This includes the ability to work from home and at the Office of Diversity and Equity (in Belmont, CA) beginning the week of September 4, 2023, to the week of June 24, 2024.
* NOT a current employee of San Mateo County.
* A requirement to work 8 hours on Fridays in addition to attending mandatory ODE staff meetings, in person, on the 1st and 3rd Friday of each month.
* Acceptance to this ODE internship is contingent upon completing a San Mateo County Human Resource application and passing a criminal background check and medical examination.

Desired

We would strongly prefer a candidate with the following qualities:

* Passion for advancing equity, wellness, and recovery for culturally diverse and marginalized communities
* Personal experience with or knowledge of inequities related to mental health and/or substance use conditions
* Experience working with culturally diverse and marginalized communities
* Multi-cultural and multilingual skills
* Strong communication and interpersonal skills
* Strong organizational and detail-oriented skills
* Ability to prioritize time-sensitive assignments
* Ability to work well in teams and independently
* Ability to offer flexible hours including occasional evenings and weekends.

**Term and Stipend**

This ODE Internship runs from September to June and is paid through a **stipend of $7,000 (before taxes)** funded by the Mental Health Services Act. Interns must commit to working **20 hours per week** **at the Office of Diversity and Equity** **from the week of September 4, 2023 to the week of June 28, 2023.** The stipend distribution ends before the end of the internship. However, interns are required to remain active for the full 20 hours per week in the ODE internship programs and complete the entire term of agreement. The stipend is considered taxable income.

**How to Apply**

Complete and submit the following required documents to The Office of Diversity and Equity, at [**ODE@smcgov.org**](mailto:ODE@smcgov.org)

1. Cover letter
2. Curriculum Vitae or Resume
3. Application (see page 3)
4. Supplemental questions (see page 4)

Only completed applications will be reviewed. Please contact us if you do not receive a confirmation from us that we received your application.

**Timeline**

|  |  |
| --- | --- |
| ***Date*** | ***Key*** |
| March 31, 2023 | Application Open |
| **May 1, 2023** | **Applications Deadline** |
| June 5-9 | Interviews and Reference Contact Begins |
| June 30 | Notification of Selection Begins |
| Week of September 4, 2023 | Internship Start Date |
| Week of June 24, 2023 | Internship End Date |

San Mateo County Behavioral Health and Recovery Services Office of Diversity and Equity **INTERNSHIP APPLICATION**

**Submit to the Office of Diversity and Equity at ODE@smcgov.org**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **­­­­­­­­­­** | | |
| **Address** |  | | |
| **Telephone Number** |  | | |
| **E-mail Address** |  | | |
| **Status** *(select one)* | **Current Student**  **Year (1st, 2nd, etc.): \_\_\_\_\_**  **Recent Graduate (up to one year from graduation)**  **Graduate Date: \_\_\_\_\_** | | |
| **Educational Institution** | **College/University:** | | **Major/Minor:** |
| **Are you available to work 20 hours per week from the week of September 4, 2023 to the week of June 24, 2024?** | | **Yes**  **No** | |
| **What days and hours will you be able to work during the week (Monday – Friday)?** | |  | |
| **Is this internship a requirement for the completion of a practicum, certificate or degree?** *(select one)* | | **Yes. Hours required**:  **No** | |
| **How did you hear about the ODE Internship Program?** | | **School Career Services**  **Web Search**  **Word of Mouth**  **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **References**  *Please provide information on two references including name, phone number, e-mail address, organization, relationship and how long known.* | | **Reference 1:**  **Reference 2:** | |

San Mateo County Behavioral Health and Recovery Services Office of Diversity and Equity **INTERNSHIP Supplemental Questions**

**Submit to the Office of Diversity and Equity at ODE@smcgov.org**

Please complete the following prompts limiting your answers to **300 words or less** for each of the two questions.

1. Please describe how you meet **one or more** of the following desired qualifications:
   1. *Passion for advancing equity, wellness, and recovery for culturally diverse and underserved communities*
   2. *Personal experience with or knowledge of inequities related to mental health or substance abuse*

*Please answer here.*

1. Please let us know which internship area interests you. Please rank the internship areas (described on **pages 2-3**). Please also explain your preference below.

*Culturally & Linguistically Appropriate Services (CLAS)*

*­**Health Ambassador Program (HAP)*

*Health Equity Initiative (HEI)*

*Mental Health Service Act)*

*­      Multicultural Organizational Development (MCOD)*

*Parent Project*

*Suicide Prevention*

*Please explain the reason for your internship choice.*