



## SAN MATEO COUNTY HEALTH

### Health Policy & Planning Internship Program

The San Mateo County Health System is seeking a dedicated and hardworking **Civic Engagement and Health Intern** to join the Health Policy and Planning (HPP) team, a program within the Public Health, Policy and Planning Division. The HPP Internship Program is designed to provide work opportunities and practical learning experiences in public health, policy, planning, and research, with an emphasis in health equity and place-based primary prevention.

#### HPP Framework: Primary Prevention & Health Equity

There is a growing recognition that where we live, work, play, and go to school shape our health. HPP focuses on building healthy, equitable communities that prevent people from getting sick in the first place. HPP works to ensure all people have the opportunity for health and wellbeing and seeks to build health equity by addressing the root causes of poor health, such as the social, economic, and physical conditions around us. To achieve this goal, HPP employs expertise in policy, planning, research, equity, epidemiology, communications, and advocacy. HPP has a particular focus on supporting populations with higher rates of preventable health issues and in places with the fewest opportunities for health.

HPP is currently focused on four areas of work:

- 1) Stable and affordable housing: protects health and provides the ability to engage in healthy opportunities.
- 2) Complete neighborhoods: make it easy for residents to be healthy every day in their own communities.
- 3) High quality education: creates pathways to better health.
- 4) Strong local economy: builds household financial security for all.

To learn more about HPP's work visit [www.gethealthysmc.org](http://www.gethealthysmc.org).

#### Internship Overview: Civic Engagement and Health Intern

The Civic Engagement and Health Intern will assist Health System staff in researching the impact of civic engagement on community health and developing strategies for addressing the root causes of racial health inequities. They will conduct analyze current conditions, synthesize model practices, and help communicate the connections between social inclusion and health. More specifically, they will work on any of the following:

- Help craft brief on health impacts of social exclusion and civic engagement.

- Support analysis of local leadership development and civic engagement assets, needs, and gaps
- Conduct an analysis of model practices that optimize civic engagement of marginalized populations
- Develop strategic communications material to share research findings
- Support stakeholder forums on racial health equity and civic engagement

The **ideal candidate** will have:

- Interest and dedication to advancing health and equity demonstrated through work experience and/or personal experience being impacted by health inequities
- Background in public health, public policy, and/or community organizing
- Understanding of the intersection between public health and exclusion as well as knowledge of health equity principles and a systemic analysis to race issues.
- Knowledge of civic engagement and community organizing practices
- Strong skills in public health, public policy, governance or political science research
- Ability to review technical and policy documents/publications, synthesize complex data, and identify recommendations
- Strong writing, communication, and people skills
- Strong organization and time management skills and ability to work independently toward excellent outcomes

## Eligibility

- Current students in a master’s degree program or graduates of a master’s degree program are eligible to apply.
- You may not be a current San Mateo County employee.
- Successful applicants will possess a deep passion for addressing health inequities and experience working to change them. Relevant experience may include:
  - Personal or family experience dealing with inequitable economic, social, health and educational systems and environments. For instance: being the first in your family to attend higher-education, growing up in a low-income neighborhood, experiencing housing/financial instability, or facing racial/ethnic or other types of discrimination.
  - Professional experience in programs that promote equity (this can be through a multitude of intervention types and variety of locations or organizations).



## Internship Term & Pay

This HPP Internship program runs year round. **The Summer Internship cycle runs from June 3 until August 30, 2019 (flexible). The intern must commit to working between 32-40 hours per week.** Reasonable timeframe adjustments can be negotiated. Current graduate students pay starts at \$24.00 per hour depending on experience.

## How to Apply

Complete and submit an application to [HPPinternship@smcgov.org](mailto:HPPinternship@smcgov.org) with the following required attachments:

1. Cover Letter: Please describe your interest in and qualifications for this internship in the cover letter including position you are applying for.
2. Resume
3. Completed application and supplemental questionnaire (see next page)

The **application deadline** for the Summer Internship is **February 28 at 5 p.m. PST.**

Only completed applications will be reviewed; please contact us if you do not receive a confirmation we received your application. If selected, you will be invited for an interview. In-person interviews are strongly preferred, but telephone interviews can be arranged if needed.

## Questions

Rosa Torpis, Program Coordinator

225 37th Avenue, 1<sup>st</sup> Floor, San Mateo, CA 94403

Telephone: (650) 573-2462

E-mail: [hppinternship@smcgov.org](mailto:hppinternship@smcgov.org)

[www.facebook.com/GetHealthySMC](http://www.facebook.com/GetHealthySMC)

[www.twitter.com/GetHealthySMC](http://www.twitter.com/GetHealthySMC)



# INTERNSHIP APPLICATION FORM

Return to: [HPPinternship@smcgov.org](mailto:HPPinternship@smcgov.org)

To be completed by the student and sent directly to [hppinternship@smcgov.org](mailto:hppinternship@smcgov.org). Applications should be submitted as early as possible.

<b>Name</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Email:</b>	
<b>Status (select one):</b>	<input type="checkbox"/> Current Master's Degree Candidate, What Year (1 <sup>st</sup> , 2 <sup>nd</sup> ): <input type="checkbox"/> Master's Degree Graduate, When:		
<b>Educational institution:</b>	<b>College/University:</b>	<b>Major/Minor:</b>	
<b>Availability (month/year)</b>	<b>From:</b>	<b>To:</b>	
<b>What days and hours will you be able to work during the week (Mon – Fri, 8 a.m. – 5 p.m.)?</b>			
<b>Is this internship a requirement for the completion of a practicum, degree, or certificate?</b>	Yes: <input type="checkbox"/>	<b>Hours required:</b>	No: <input type="checkbox"/>
<b>Additional information, special qualifications and/or school requirements (work-study, community service, etc.)</b>			
<b>How did you hear about the HPP Internship Program</b>	<input type="checkbox"/> Career Services <input type="checkbox"/> Web Search <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other _____		
<b>References</b>	List name and contact information for two references		



## REQUIRED SUPPLEMENTAL QUESTIONS

Please limit your answers to **300 words or less** per question.

- 1) Please describe how you meet one or more of the following eligibility criteria:
  - a. You have personal or family experience dealing with inequitable economic, social, health and educational systems and environments. For instance: being the first in your family to attend higher-education, growing up in a low-income neighborhood, experiencing housing/financial instability, or facing racial/ethnic or other types of discrimination.
  - b. You have a deep passion for addressing health inequities, and have experience working in programs that promote equity. This can be through a multitude of intervention types and variety of locations or organizations.
  
- 2) Please provide an example of a project that involved research, data collection, analysis and completion of a final report. Be specific about a) your role in the project and b) the research and data collection methodology used.

