



SAN MATEO COUNTY HEALTH

Health Policy & Planning Internship Program

The San Mateo County Health System is seeking a dedicated and hardworking **Healthy Economy 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.

Internship Overview: Healthy Economy Intern

The focus of the internship project will be to assist Health System staff in a) researching and implementing anchor strategies to maximize institutional resources' ability to address economic determinants of health; b) exploring the health impacts of fees and fines on vulnerable residents. More specifically, the intern will work on the following tasks:

- Support implementation of inclusive hiring pilot project

- Assist staff in identifying opportunities to implement inclusive procurement policies: surveying County procurement policies, map existing assets and programs, and research model interventions
- Conduct research, map key stakeholders, examine best practices and develop internal documents and communication materials to help staff better understand how fees and fines impact the financial security and health of vulnerable residents

The **ideal candidate** will have:

- Background in Economic and Workforce development or community development.
- Understanding of the intersection between the public health and economic and workforce development fields and knowledge of principles of health equity and how place impacts health.
- Knowledge of community economic and workforce development policies and programs.
- Interest and dedication to advancing health and equity demonstrated through work experience and/or personal experience having been adversely affected by health inequities.
- Strong skills in data collection, data analysis and qualitative research.
- Ability to review technical and policy documents/publications, synthesize complex data, and identify recommendations.
- Strong writing skills and experience in writing policy briefs/reports.
- Strong communication and people skills.
- Strong organizations and time management skills and ability to work independently toward excellent work outcomes.

Eligibility

- Current graduate level students and recent graduates - up to one year after graduation date – 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 Winter/Spring Internship cycle starts immediately and runs until June 2019. The intern must commit to working between 16-20 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 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 Winter/Spring Internship is **open until filled**.

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, 1st Floor, San Mateo, CA 94403

Telephone: (650) 573-2462

E-mail: hppinternship@smcgov.org

www.facebook.com/GetHealthySMC

www.twitter.com/GetHealthySMC



INTERNSHIP APPLICATION FORM

Return to: HPPinternship@smcgov.org

To be completed by the student and sent directly to hppinternship@smcgov.org. Applications should be submitted as early as possible.

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

