



# SAN MATEO COUNTY HEALTH

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## Health Policy & Planning Internship Program

The San Mateo County Health System is seeking a dedicated and hardworking **Healthy Neighborhoods graduate-level 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: Healthy Neighborhoods Intern

The focus of the **Healthy Neighborhoods** Intern will be to assist SMC Health staff in researching and developing a Healthy and Equitable Development policy toolkit. The purpose of the toolkit would be to provide guidance on how policies such as parking management and infill development affect our communities. More specifically, the intern will work on any/all of the following:

- Design an outreach process to assess needs and gather ideas from potential users of the toolkit (elected officials, city staff and/or community stakeholders)
- Examine model practices of healthy and equitable toolkits
- Refine existing HPP internal healthy and equitable toolkit

The **ideal candidate** will have:

- Strong analytical and writing skills
- Background in Urban Planning, Public Policy, or Public Health
- Understanding and knowledge of key issues affecting public health and equity.
- Interest and dedication to advancing health and equity demonstrated through work experience and/or personal experience having been adversely affected by health inequities.
- Knowledge of model practices and case study research
- Some experience of knowledge of data collection, data analysis and quantitative and qualitative research.
- 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](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 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, 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 Student, What Year (1 <sup>st</sup> , 2 <sup>nd</sup> , etc): <input type="checkbox"/> Recent Graduate (up to one year from graduation)		
<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)?</b>			
<b>Is this internship a requirement for the completion of a practicum, degree, or certificate?</b>	Yes: <input type="checkbox"/>	Hours required:	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.

