



SAN MATEO COUNTY HEALTH BEHAVIORAL HEALTH & RECOVERY SERVICES

San Mateo County Behavioral Health and Recovery Services OFFICE OF DIVERSITY AND EQUITY INTERNSHIP PROGRAM

Application Due: Monday, May 10, 2021 by 12:00PM PST

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.

About the Internship Program

The ODE Internship Program is designed to provide work opportunities and practical learning experience for undergraduate and graduate students in order to enhance their academic learning and expose them to public service at the county level. For the 2020-2021 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](#) (across programs) and participate in a [Health Equity Initiative](#). Each intern will support the [Workforce Education and Training](#) program and one of the three areas. For each area, sample tasks are listed below.

1. Health Ambassador Program (HAP)

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

2. Health Equity Initiatives (HEI)

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.

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 hours per week at the Office of Diversity and Equity (in Belmont, CA) from the week of September 6, 2021 to the week of June 20, 2022.
- NOT a current employee of San Mateo County.
- Attend ODE staff meetings on two Friday mornings each month.
- Acceptance to this ODE internship is contingent upon completing a Human Resource application and passing a criminal background check and medical examination.
- Work eight hours on Friday.

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 6, 2021 to the week of June 20, 2022.** 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 Community Program Specialist, Erica Britton at ebritton@smcgov.org by **Monday, May 10, 2021 by 12:00PM**

- PST**
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
April 14	Application Posted
May 10, 2021 by 12:00PM PST	Applications Deadline
June 7-11	Interviews and Reference Contact Begins
June 28	Notification of Selection Begins
Week of September 7, 2021	Start Date
Week of June 20, 2022	End Date

INTERNSHIP APPLICATION

Submit to Erica Britton at ebritton@smcgov.org by **Monday, May 10, 2021 by 12:00PM PST**

Name		
Address		
Telephone Number		
E-mail Address		
Status <i>(select one)</i>	<input type="checkbox"/> Current Student Year (1 st , 2 nd , etc.):	
	<input type="checkbox"/> 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 6, 2021 to the week of June 20, 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <i>(select one)</i>	<input type="checkbox"/> Yes. Hours required: <input type="checkbox"/> No	
How did you hear about the ODE Internship Program?	<input type="checkbox"/> School Career Services <input type="checkbox"/> Web Search <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other	
References <i>Please provide information on two references including name, phone number, e-mail address, organization, relationship and how long known.</i>	Reference 1: Reference 2:	

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

INTERNSHIP SUPPLEMENTAL QUESTIONS

Submit to Erica Britton at ebritton@smcgov.org by **Monday, May 10, 2021 by 12:00PM PST**

In a word document please limit 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:
 - a. *Passion for advancing equity, wellness and recovery for culturally diverse and underserved communities*
 - b. *Personal experience with or knowledge of inequities related to mental health or substance abuse*

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

Health Equity Initiative (HEI)

Health Ambassador Program (HAP)

Please explain the reason for your internship choice.