

**San Mateo County Behavioral Health and Recovery Services   
Office of Diversity and Equity Internship Program   
Application Due: Tuesday, July 7, 12:00PM PST, 2020**

**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 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**](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 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

1. **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 7, 2020 to the week of June 21, 2021.
* 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 7, 2020 to the week of June 21, 2021.** 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, Karin Herndon at [**kherndon@smcgov.org**](mailto:kherndon@smcgov.org) **by Tuesday, July 7, 12:00PM PST, 2020.**

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*** |
| June 9 | Application Posted |
| July 7, 2020 12:00PM PST | Applications Deadline |
| July 20-24 | Interviews and Reference Contact Begins |
| July 29 | Notification of Selection Begins |
| Week of September 7, 2020 | Start Date |
| Week of June 21, 2021 | End Date |

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

**Submit to Karin Herndon at** [**kherndon@smcgov.org**](mailto:kherndon@smcgov.org) **by Tuesday, July 7, 12:00PM PST, 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 7, 2020 to the week of June 21, 2021?** | | **□ 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 Karin Herndon at** [**kherndon@smcgov.org**](mailto:kherndon@smcgov.org) **by Tuesday, July 7, 12:00PM PST, 2020**

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:
   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*
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.