**Project Title**: Small Claims Court Counselor

**Project Description**: Counselors provide telephone and in-person counseling to litigants regarding Small Claims Court matters, including case preparation, service of process, appeals, and collection of judgments.

**Critical Skills**:
- Epidemiology
- Counseling consumers on the telephone and in-person regarding landlord-tenant, credit, retail sales, automobile purchases, false advertising, repairs and many other issues.
- Good communication skills.
- Strong attention to detail.
- Ability to handle multiple tasks and work independently.

**Location**: Department of Consumer Affairs

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**Project Title**: Health Education Intern

**Project Description**: Interns assist with the Office of Women's Health program ideas for hard-to-reach populations.

**Critical Skills**:
- Ability to work as a team with a web developer.
- Knowledge of other design software a plus.
- Experience with ArcGIS for mapping software such as ArcMap, ArcGIS Server or File Geodatabase.

**Location**: Department of Public Health

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**Project Title**: Marketing Intern

**Project Description**: Interns will assist with planning, producing and distributing marketing materials.

**Critical Skills**:
- Experience in marketing and communications.
- Excellent customer service skills.
- Problem-solving skills.

**Location**: Department of Consumer Affairs
<table>
<thead>
<tr>
<th>Project #</th>
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<th>Project Description</th>
<th>Possible Major</th>
<th>Critical Skills</th>
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</tr>
</thead>
<tbody>
<tr>
<td>946</td>
<td>MCH Internship: Multicultural Health Services</td>
<td>The student intern will work with the Multicultural Health Services unit to develop strategies and resources to increase and improve the cultural competence of health disparities. This includes identifying and addressing the needs of diverse populations, developing culturally appropriate materials, and providing education and training.</td>
<td>Health Services</td>
<td>Good organizational skills, attention to detail, ability to work independently, and strong communication skills.</td>
<td>Los Angeles County Department of Public Health, 450 Bauchet Street, Room #E815, Los Angeles, CA 90033</td>
</tr>
</tbody>
</table>

**Centralized Health Information Management System (CHIMS) Intern**

- This intern will support the development and implementation of the CHIMS system, which is a central database for managing patient information. Responsibilities may include data entry, data cleaning, and data analysis.
- Critical Skills: Strong analytical skills, attention to detail, and proficiency in Microsoft Excel and Access.

**Office of Organizational Development**

- This intern will work under the supervision of the Office of Organizational Development to support various projects, such as developing training materials and conducting surveys.
- Critical Skills: Strong written and verbal communication skills, attention to detail, and proficiency in Microsoft Office Suite.

**Office of Strategic Communications**

- This intern will support the Strategic Communications team in developing and implementing communication strategies for various projects.
- Critical Skills: Strong writing and editing skills, attention to detail, and proficiency in Adobe Creative Suite.

**Office of Organizational Development and Employee Training**

- This intern will support the development and implementation of training programs for various departments, including training needs assessment, program design, and delivery.
- Critical Skills: Strong writing and editing skills, attention to detail, and proficiency in Microsoft Office Suite.

**Office of Business Technology**

- This intern will support the Business Technology team in developing and implementing business systems and processes.
- Critical Skills: Strong analytical skills, attention to detail, and proficiency in Microsoft Office Suite.

**Office of Public Health Training Unit**

- This intern will support the Public Health Training Unit in developing and implementing training programs for various departments, including training needs assessment, program design, and delivery.
- Critical Skills: Strong writing and editing skills, attention to detail, and proficiency in Microsoft Office Suite.

**Office of Public Health Training Unit**

- This intern will support the Public Health Training Unit in developing and implementing training programs for various departments, including training needs assessment, program design, and delivery.
- Critical Skills: Strong writing and editing skills, attention to detail, and proficiency in Microsoft Office Suite.
1. Assist in developing an action plan to implement communication model.
2. Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees.
3. Assist in evaluating the effectiveness of the model within DPH employees.

The objective of this assignment is to: Ensure effective communication. This objective stems from a Customer Satisfaction Survey conducted on DPH nursing staff. Effective communication received a low rating and was identified as important. To assist in addressing this objective, the student will work directly with the Assistant Nursing Director, Education and DPH Communication to support the effective dissemination of information within the organization over time and across populations.

Under the supervision of the Assistant Nursing Director, the student will provide technical assistance to nursing employees in Nursing Education and Nursing Informatics.

Requirements:
- Baccalaureate program in Nursing or equivalent.
- Candidates must be analytical, resourceful, and detail-taskers that are able to communicate effectively, have a primary interest in emergency management, and exhibit dedication and good attention to detail.
- Computer skills – Word, Excel, PowerPoint

College Junior or Senior; Administration, Health Administration, Public Health, or equivalent.

SPA 5 & 6 Area Health Office

Los Angeles, CA 90020

Relevant fields of study would include Public Health, Women Studies or related majors.

Generating or assessing solutions; generating program materials - Prepare and present information for the purpose and audience.Commensurate with skill level.

Candidates must be in their junior year with a major in Public Health.

The SPA 5 and 6 Area Health Office is looking for an energetic Public Health Intern to support the Program and Policy Development Unit of the Area Health Office. In this role, the intern will be assisting the director and program coordinator with a variety of responsibilities.

1. Developing programs and planning for grant request activities.
2. Preparing minutes from meetings, some filing and general office duties, meeting planning and note taking.
3. Developing evaluation tools to measure effectiveness of trainings.
4. Developing or assessing program materials; preparing and presenting educational training.

Generating or assessing solutions; generating program materials - Prepare and present information for the purpose and audience.Commensurate with skill level.

Generating or assessing solutions; generating program materials - Prepare and present information for the purpose and audience.Commensurate with skill level.

Candidates should: be proficient in Microsoft Office Suite and have a primary interest in emergency management, and exhibit dedication and good attention to detail.

Computer skills – Word, Excel, PowerPoint

Candidates should: be proficient in Microsoft Office Suite and have a primary interest in emergency management, and exhibit dedication and good attention to detail.

Computer skills – Word, Excel, PowerPoint

Generating or assessing solutions; generating program materials - Prepare and present information for the purpose and audience.Commensurate with skill level.

Generating or assessing solutions; generating program materials - Prepare and present information for the purpose and audience.Commensurate with skill level.

Generating or assessing solutions; generating program materials - Prepare and present information for the purpose and audience.Commensurate with skill level.
Project Title: Video Production Internship

Project Description:

Video Production Interns will work closely with the Production Team to assist in the implementation of comprehensive graphic design and multimedia content. Duties will include, but are not limited to:

- Writing, producing, and editing video programs, using sophisticated electronic video production equipment.
- Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, and negotiating agreements.
- Ability to research and conduct gap-analyses; evaluate and synthesize data, draw conclusions and formulate recommendations.
- Experience with Stata or SAS. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations.

Possible Major:

- Public Policy
- Public Health Administration, Health Administration, or other related field.

Skills Required:

- Four-year college degree or have completed four years of college coursework.
- Excellent oral and written communications and ability to clearly and concisely present ideas and findings.
- Ability to work independently and as part of a team.
- Knowledge of qualitative and quantitative research methods.
- Experience with qualitative and/or quantitative data analysis software, such as NVivo, Stata, or SPSS.
- Experience in quantitative and/or qualitative research design.
- Knowledge of qualitative and quantitative research methods.
- Experience with qualitative and/or quantitative data analysis software, such as NVivo, Stata, or SPSS.
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- Experience with qualitative and/or quantitative data analysis software, such as NVivo, Stata, or SPSS.
Project Title: Aging Services Intern

Project Description: Assist with a variety of aging projects for the Office of Women's Health including:

- Public Health Administrative Services
- Be in the process of receiving Master in Public Health
- Register-Recorder/County Clerk
- Healthy Aging
- Data Analysis & Management

Possible Major:

- Social Sciences
- Sociology

Critical Skills:

- Strong writing and statistical analysis capabilities;
- Strong computer skills including spreadsheets and Word;
- Must be able to prioritize competing projects. Must be able to work within the framework of departmental policies and procedures.

Location: Department of Public Health - Office of Women's Health

- 5555 Ferguson Drive, Suite 3028
- Los Angeles, CA 90016

Department of Public Health
- Office of Women's Health

- 5555 Ferguson Drive, Suite 3028
- Los Angeles, CA 90016

Office of Women's Health
- 5555 Ferguson Drive, Suite 3028
- Los Angeles, CA 90016
Project Title: Copywriter (Media) for Healthy Trees for Los Angeles County

Project Description:

Join the Marketing and Communications team at the County of Los Angeles Public Library to assist in writing media alerts, press releases, grant and award applications, and preparing web content. Gain valuable experience and exposure to the public health and environmental sectors while using your creative talent to develop web graphics, print ads, flyers, newsletters, social media graphics and more.

Possible Major: Include, but not limited to Public Health, Marketing, Communications, Graphic Design.

Critical Skills:

• Proficient in basic computer programs such as word, excel, etc. The ability to read coroner’s reports of violent deaths. Previous data entry experience and interest in violence prevention and intervention.

Location: 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012

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Project Title: Academic Internship for Healthy Trees for Los Angeles County

Project Description:

The Academic Internship consists of conducting research and preparing draft planning documents for internal review; assisting with the update of planning information for street and residential trees in unincorporated Los Angeles County to promote walkable environments, mitigate climate change, improve air quality, and contribute to mental wellness. Interns will also develop a tree education program with local schools linked with local tree planting projects.

Possible Major: Include, but not limited to Public Health, Sociology, Psychology, etc.

Critical Skills:

• Proficient in basic computer programs such as word, excel, etc. The ability to read coroner’s reports of violent deaths. Previous data entry experience and interest in violence prevention and intervention.

Location: 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012

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Project Title: Violence Prevention Community Engagement and Research Evaluation

Project Description:

The TB Program Education and Evaluation Unit, seeks an Assistant Project Coordinator Intern to assist with planning and collaboration efforts. Duties for the intern may include assisting in the conduct of research and working with TPI staff and partners to develop and evaluate projects.

Possible Major: Include, but not limited to Public Health, Sociology, Psychology, etc.

Critical Skills:

• Proficient in basic computer programs such as word, excel, etc. The ability to read coroner’s reports of violent deaths. Previous data entry experience and interest in violence prevention and intervention.

Location: 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012

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Project Title: Violence Prevention Community Engagement and Research Evaluation

Project Description:

The Violence Prevention Initiative (VPI) funds the County’s Comprehensive Violence Prevention Initiative (CVPI) grants. CVPI grants fund the implementation of projects that will effectively prevent or reduce community health disparities by reducing violence and trauma. Projects funded are those that will improve health outcomes for underserved populations or by addressing structural barriers to health.

Possible Major: Include, but not limited to Public Health, Sociology, Psychology, etc.

Critical Skills:

• Proficient in basic computer programs such as word, excel, etc. The ability to read coroner’s reports of violent deaths. Previous data entry experience and interest in violence prevention and intervention.

Location: 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012


**Project #**

**Project Title**

**Project Description**

**Possible Major**

**Critical Skills**

**Location**

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**0100**

**Department of Mental Health Services**

**Evaluation and Training**

- Conducts ongoing evaluation of the Health Outreach Program to examine program effectiveness in terms of hard-to-reach populations.
- Develops and implements education and training programs for Health Outreach workers.
- Analyzes data to identify areas for improvement in the program.

- Social Science
- Behavioral Sciences

- Data analysis and interpretation skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education

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**0101**

**WIC ASAP Development Interns**

- Conducts research to identify best practices for program evaluation.
- Identifies and organizes program materials and resources.
- Develops and implements data collection and analysis methods.

- Social Sciences
- Public Policy

- Data analysis and synthesis skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education

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**0102**

**Public Health Services Division**

- Conducts ongoing evaluation of the Health Outreach Program to examine program effectiveness in terms of hard-to-reach populations.
- Develops and implements education and training programs for Health Outreach workers.
- Analyzes data to identify areas for improvement in the program.

- Social Science
- Behavioral Sciences

- Data analysis and interpretation skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education

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**0103**

**Community Services**

- Conducts ongoing evaluation of the Health Outreach Program to examine program effectiveness in terms of hard-to-reach populations.
- Develops and implements education and training programs for Health Outreach workers.
- Analyzes data to identify areas for improvement in the program.

- Social Science
- Behavioral Sciences

- Data analysis and interpretation skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education

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**0104**

**Health Outreach Program**

- Conducts ongoing evaluation of the Health Outreach Program to examine program effectiveness in terms of hard-to-reach populations.
- Develops and implements education and training programs for Health Outreach workers.
- Analyzes data to identify areas for improvement in the program.

- Social Science
- Behavioral Sciences

- Data analysis and interpretation skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education

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**0105**

**Health Outreach Services**

- Conducts ongoing evaluation of the Health Outreach Program to examine program effectiveness in terms of hard-to-reach populations.
- Develops and implements education and training programs for Health Outreach workers.
- Analyzes data to identify areas for improvement in the program.

- Social Science
- Behavioral Sciences

- Data analysis and interpretation skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education

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**0106**

**Health Outreach Services**

- Conducts ongoing evaluation of the Health Outreach Program to examine program effectiveness in terms of hard-to-reach populations.
- Develops and implements education and training programs for Health Outreach workers.
- Analyzes data to identify areas for improvement in the program.

- Social Science
- Behavioral Sciences

- Data analysis and interpretation skills; writing and presentation skills; proficiency in Microsoft Office suite.

- Los Angeles County Department of Education
Technical writing and documentation is an essential part of software development. The documents produced in this phase should be clear, concise, and informative. They should serve as a reference for future development and maintenance of the software. This phase includes creating system documentation, user manuals, and technical specifications. The documents will be organized and maintained in a software documentation repository. New documents will be added as the project progresses, and existing documents will be updated as necessary. The project manager is responsible for ensuring that all documents are approved by the stakeholders before they are released. The documentation will be made available to all team members through the project's source control system.

The project requires the following skills and expertise:

- Technical writing and editing
- Understanding of software development processes and methodologies
- Experience with version control systems
- Knowledge of software documentation standards and practices
- Ability to work collaboratively with team members and stakeholders
- Attention to detail and excellent communication skills

The project will be completed in two months, starting from now. The deliverables will be reviewed by the project sponsors at the end of each month. The project will be managed using agile methodologies, with daily stand-up meetings and weekly status updates. The project manager will be available for regular check-ins to ensure that the project is on track and any issues are addressed promptly. The project will be evaluated based on its adherence to the project plan, quality of deliverables, and satisfaction of the project sponsors.
<table>
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<tr>
<td>1186</td>
<td>Food Insecurity Unit Internship</td>
<td>The student will be working with the Los Angeles County Department of Public Health Division of Chronic Disease and Injury Prevention Food Insecurity Unit. The student will be assisting in conducting environmental assessments of food insecurity screening and referral processes, managing and analyzing food insecurity screening efforts, and helping to develop and evaluate food insecurity screening tools. Interns may be assigned to but not limited to the following assignments which are associated with the Division of Chronic Disease Food Insecurity Unit: Conducting environmental assessments of food insecurity screening and referral processes, managing and analyzing food insecurity screening tools. Interns may be assigned to but not limited to the following assignments which are associated with the Division of Chronic Disease Food Insecurity Unit: Conducting environmental assessments of food insecurity screening and referral processes, managing and analyzing food insecurity screening tools, implementing and evaluating food insecurity screening tools, and helping to develop and evaluate food insecurity screening tools.</td>
<td>Self-starter, Be at the grade of receiving an undergraduate degree</td>
<td>Public Health</td>
<td>3530 Wilshire Blvd, Suite 800, Los Angeles, CA 90010</td>
</tr>
<tr>
<td>1187</td>
<td>Employee Relations Internship</td>
<td>The program is designed to give participants meaningful experience in the area of public sector labor/management relations. Participants will gain familiarity with Department and County policies, as well as State and Federal laws governing labor/management relations in the public sector. This will be accomplished by attending monthly meetings of the Los Angeles County Employee Relations Commission (ERCOM) and by facilitating Department compliance with its various collective bargaining agreements.</td>
<td>College level senior majoring in Labor Studies, Public Administration, or related field, with approval of the instructor of record at the university. Prospective interns will be required to successfully pass a security clearance background check prior to the start of the internship.</td>
<td>Sheriff’s Department</td>
<td>Bureau of Labor Relations &amp; Compliance Hall of Justice - 5th Floor 210 W. Temple Street Los Angeles, CA 90012</td>
</tr>
</tbody>
</table>