

ACADEMIC INTERNSHIP PROGRAM DATABASE

The following unpaid/course-credit internship projects are available. To search by "Key Word", please press Ctrl+F. **Last updated 04/30/2018.**
 Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship.
 Please visit our Website to verify your eligibility: <http://hr.lacounty.gov/academic-internships/>
 If you feel that you are qualified and wish to be considered for the internship(s), please identify 2-3 projects and follow the following link to apply [Click Here](#)

| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location |
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| 431 | Architectural Intern | The work will include conceptual design, schematic design, design development and construction documentation preparation. | Architectural Design | Strong oral and written communication skills; present solutions to problems | Department of Public Works 1000 S. Fremont Alhambra, CA 91803 |
| 654 | Consumer Protection Counselor | Counseling consumers on the telephone and in person, concerning landlord-tenant, credit, retail sales, automobile purchases, false advertising, repairs and many other consumer issues. | Consumer Sciences/ Affairs, Business Law or Paralegal Studies majors are desirable. | Excellent customer service skills and interest in working with the public in consumer protection. No previous experience required. | Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012 |
| 655 | Investigative Intern | Interviewing and providing information to the public, investigating, mediating and resolving routine consumer complaints, researching and understanding statutes as they apply to consumer complaints, and organizing and prioritizing assignments. | Excellent customer service, networking, interpersonal and analytical skills. Candidate must also be self-motivated, dependable and able to perform multiple tasks under time constraints and with minimal supervision. Bilingual skills are a plus but not required. Consumer Science/Affairs, Law, Administration of Justice, Business Law, Public Administration or Paralegal studies majors are desirable. | Ability to interview consumers, learn and apply relevant consumer laws. Active listening skills. | Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012 |
| 657 | Small Claims Court Counselor | Counsels litigants about Small Claims Court matters including, case preparation, service of process, appeals and collection of judgments. | Excellent customer service skills and interest in working with the public in Small Claims Court matters. Law, Business Law or Paralegal Studies majors are desirable | : Ability to interview litigants, learn and apply relevant civil laws. Active listening. | Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012 |
| 718 | Commission for Women – Status of Women in Los Angeles County 2008-10 | The purpose of this report is to gauge how women in Los Angeles County have progressed since the last report in 2008 in several areas: health, economic equality, education, housing and poverty, gender equity and domestic violence. STATUS REPORT OUTLINE for Internship Project No. 718 INTRODUCTION 1. Mission Statement 2. Committees B. PRESIDENTS INTRODUCTION C. DOMESTIC VIOLENCE 1. Sexual Assault Crimes 2. Building a Community Response | The intern should have an awareness and interest in women’s issues; be able to research to find statistics in various areas; and ability to work on their own with minimal direction. Possible majors include Communications, Journalism, Public Administration, Women’s Studies or related majors. | Ability to draw conclusions from research conducted and prepare a report for approval by the Commission for Women and the Board of Supervisors. | Executive Office of the Board of Supervisors Commission for Women Room B-50, Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012 |

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| | | <p>3. Funding for DV Crisis Shelters & Service Providers</p> <p>4. Mental Health & Homelessness</p> <p>D. ECONOMIC / GENDER EQUALITY</p> <p>1. Equal Pay</p> <p>2. Livable Wages (minimum wage in California)</p> <p>3. Glass Ceiling (stats on women in political positions and top management positions in</p> <p>E. HEALTH CARE</p> <p>1. Healthcare Reform and Legislation</p> <p>2. Health Indication for Women by Ethnicity and Federal Poverty Level</p> <p>3. HIV & AIDS (in women)</p> <p>4. Cervical Cancer-Prevention and Treatment (and the Human Papillomavirus (HPV) and</p> <p>5. Healthy Family – Fight Against Child Obesity</p> <p>F OLDER WOMEN'S ISSUES</p> <p>1. Growing Diverse Older Population</p> <p>2. Older Women as Caregivers and Widowhood</p> <p>3. Social Status (Women being old, minority and poor)</p> <p>4. Healthcare and Legislation</p> <p>G. EDUCATION</p> <p>1. Sexual Harassment & Dating Violence (Education and Prevention)</p> <p>2. Money for Minority School Districts</p> <p>3. Nutrition / Physical Activity in schools</p> <p>4. Women in Higher Education</p> <p>I. CONCLUSION</p> | | | |
| 791 | Application End-User Support | Technical support for the custom business applications developed in house or implemented as commercial software. | <p>At least one years experience assisting technical personnel in performing work related to the planning and implementation of computerized systems. A strong analytical, logical and organizational capability.</p> <p>College courses classes related to one on the following areas: Business and/or Management, Application Development, Information Technology.</p> | <p>Ability to listen perceptibly and ask pertinent questions in order to make recommendations for problem solutions.</p> <p>Ability to Identify and trouble shoot problems experienced by end users. Able to follow procedural and logical thinking needed to identify problems in the shortest time possible.</p> <p>Interns must have a high level of analytical skill, good to excellent written and verbal skills. College courses in business communication and/or English.</p> <p>Independent researcher in the development of data processing standards, solutions and procedures.</p> | <p>Department of Public Social Services</p> <p>14714 Carmenita Road</p> <p>Norwalk, CA 90650</p> |
| 837 | Dietetic Rotation | This project will provide the unique opportunity to work in a large, institutional | Enrollment in a college that is approved by the American Dietetic Association Commission on Accreditation for Dietetics Education. The major must be in the science of | Demonstrates critical thinking and decision-making abilities in assessment, treatment planning, and evaluation, and is able to combine academic training | Los Angeles County Sheriff's Department Food Services Unit |

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| | | This program follows the guidelines of the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). This experience is accredited towards the 900 hours of supervised practice within an academic program preparing students to be Registered Dietitian Eligible (RDE) to take the California State Board Exam. | Dietetics Education. The major must be in the science of Nutrition. | evaluation, and is able to combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality nutrition care to a diverse community. | 450 Bauchet Street, Room #E815 Los Angeles, CA 90012 |
| 855 | Probation Intern-Criminal Justice | The Los Angeles County Probation Department is expanding its intern program. We are now heavily recruiting criminal justice interns at both the undergraduate and graduate level. The Los Angeles County Probation Department is largest in the world. We are involved in every aspect of the Criminal Justice System from domestic violence to child molestation; and from narcotics testing to working with criminal mental ill clients. The Department is shifting to Evidence Based Practice Model (EBP). The Department is adopting EBP as our strategy to rebuild lives. Join a national leader in Probation Services and become a Los Angeles County Probation Department Intern. | Qualified applicants are currently enrolled juniors, seniors or graduate level students currently enrolled at a partnered university majoring in Criminal Justice or Criminology and have permission from their respective university to participate in this internship. All interns are required to have completed one course in elementary algebra. | Intern must be able to use critical thinking skills when assessing and evaluating Probation clients. | Probation Department Various locations |
| 892 | Architectural Aid/Architectural Intern | Internship will cover numerous projects encompassing important areas of County capital projects, building renovation and additions. Projects range from stand-alone buildings to site work, exterior cladding, interior remodeling/renovation, feasibility studies, field surveying, to design and drafting. The work will include conceptual design, schematic design, design development, construction documentation preparation, and construction support documents. Work will also include updating and maintaining product and detail libraries. | Basic knowledge of architectural design and AutoCAD, preferably proficient in the latest version of AutoCAD. Minimum requirement is a 3rd year architecture student enrolled at one of our partnered universities. Must have a keen interest in building survey, systems architecture, building science and technology, agency requirements and an analytical approach to architectural design. Must also be able to keep a consistent work schedule. | Must be analytical and have attention to detail. Must be able to communicate/present solutions and problems, verbally or by e-mail to staff. Experience and knowledge of rendering work will be advantageous. | Department of Public Works 900 S. Fremont Avenue Alhambra, CA 91803 |
| 905 | Enterprise Project Delivery Division - ELIS | Assist in developing, testing, and implementation of new MS Access enhancements to an existing ELIS invoice tracking application. Assist in the implementation of new server hardware and software installation. Additionally, this position requires the use of standard Project Management Institute methodologies and processes as used to support IT Lab projects. | Education within the Information Systems/Technology discipline, familiarity with basic business education courses to include Project Management skill sets. | Business and Systems Analysis skill required; familiarity with the concept of Lateral Thinking by Edward de Bono is nice to have, but not required; should be able to easily acquire new concepts and the use of new software. | Department of Health Services Health Services Administration IT Enterprise Project Delivery Division 313 N. Figueroa St., 6th Floor West Los Angeles CA 90012 |
| 914 | DCFS Clean Air Campaign | DCFS is launching a "Clean Air Campaign" which will encourage employees to participate in rideshare activities to reduce smog and gridlock on California freeways. Interns are needed to assist with the development and production of a video that will be used department-wide to explain the campaign and encourage employees to change their commuting habits. This project will require interns to assist with script writing, filming and possibly acting | Communications, Film, Radio/Television | Prior experience scripting and filming video presentations is desired. Seeking interns who are majoring in communications, film, radio/television, or related fields. Creativity sufficient to prepare an informative, interesting and entertaining visual presentation on a serious topic. Must possess strong oral and written communication skills. Must be able to read, interpret and determine how to apply relevant government codes and regulations, such as guidelines from the Southern California Air Quality Management District. Prior knowledge of these guidelines is a plus. | Department of Children and Family Services Glendora Office 725 S. Grand Avenue Glendora, CA 91740 |

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| 920 | GIS and Electronic Content Management (ECM) Support | Project includes the process of digitally capturing and categorizing new and existing large format maps and documents. This is related to a new ECM Project and integrating with current processes and tying in geospatial components. Involves scanning and georeferenced large format documents as well as support for metadata creation, policy retention, output and format policies. Spatial information will be attributed and placed in various GIS databases and candidate will assist personnel in ongoing integration of pilot ECM system to Department staff. | geography, planning, GIS, and information systems | Candidates must have basic knowledge of math, geography, and computers; and demonstrate strong interests in Urban Planning, GIS, Land Management, or Information Technology. A working knowledge of mapping software such as ArcMap, ArcGIS Server or Google Earth is strongly desirable. Students majoring in geography, planning, GIS, and information systems would be the best candidates. A working knowledge of ArcGIS software and ability to think logically and apply GIS concepts is desirable. | <p>Department of Regional Planning</p> <p>320 W. Temple Street, Room 1101</p> <p>Los Angeles, CA 90012</p> |
| 928 | Graphic Design Intern | A Youth Identity Theft Prevention Website aimed at educating young people about ID theft. Content will be set in a "classic detective" theme. Project hours are flexible. Some work may be completed out-of-office. | Preferred candidates should be majoring in graphic arts, graphic design or related majors | <p>Should have the ability to implement a strategic plan for graphics and site layout. Create youth-friendly campaign brand and icons. Should also have the following abilities:</p> <ul style="list-style-type: none"> • Adobe Dreamweaver, Illustrator and Photoshop • Standards-compliant markup (HTML and CSS) • Ability to make Web-optimized icons and images • Knowledge of other design software a plus • Ability to work as a team with a web developer | <p>Department of Consumer Affairs</p> <p>500 W. Temple St. Room B-96</p> <p>Los Angeles, CA 90012</p> |
| 936 | Inspection-Partnership | <p>Interns will be assigned to one of sixteen district offices located Countywide and be an apprentice to a field inspector. Interns will observe and learn the tasks and duties of a journeyman level field inspector and have opportunities for hands-on practice. As prospective future Environmental Health applicants, interns will become familiar with the scope of inspections and duties expected of a new hire, entry level inspector.</p> <p>Interns for this project will experience the following:</p> <ol style="list-style-type: none"> 1. Review of policies 2. Environmental Health inspection tools 3. Housing and food official inspection reports (HOIR/FOIR) 4. Public interaction (customer service), and 5. Field visits | Environmental & Occupational Health, Public Health, or Health Science preferred, but not required. | Interested students should have good organizational skills; attention to detail and be self-motivated. Must possess effective oral and written communication skills. | <p>Department of Public Health</p> <p>Various offices located Countywide</p> |

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| 942 | Community Health Education and Health Promotion (Revised) | Duties include directly assisting with: assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; preparing for community outreaches and trainings; tracking types of outreach materials distributed and linking internal and external stakeholders with health education consultation services. The Graduate Health Education intern is placed within the Health Education Unit of the Area Health Office. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications. | Generating or assessing solutions; clarifying or critiquing health education information and materials; generating program ideas for hard-to-reach populations. Excellent oral and written communication skills. Other languages preferred but not required. Knowledge of biostatistics and research design methods. | Department of Public Health SPA 7 Area Health Office Whittier Public Health Center 7643 S. Painter Avenue Whittier, CA 90602 or SPA 8 Area Health Office Curtis Tucker Health Center 123 W. Manchester Blvd. Inglewood, CA 90301 |
| 949 | Women's Health Data Projects | Assist with a variety of women's health data projects for the Office of Women's Health including: 1. Participating in the planning, development and production of the Health Indicators for Women in Los Angeles County data report. 2. Developing health briefs on a variety of health topics relevant to Women's Health. 3. Compiling data sources and reports for the OWH Women's Health Data webpage. 4. Performing data analysis on existing databases with the goal of evaluating programs and providing information for future program planning. | Epidemiology and/or biostatistics major; Experience with SAS; Experience with reviewing and interpreting data; Knowledge of women's health issues is a plus. | Good understanding of Epidemiology and/or Biostatistics principals. Attention to detail. Generating or assessing solutions. | Department of Public Health Office of Women's Health 3400 Aerojet Avenue El Monte 91731 |
| 957 | Juvenile Special Services Bureau | Intern will have the opportunity to learn various Juvenile Field Operation functions such as School Based Program, Camp Community Transition Program, Intensive Gang Supervision, Juvenile Courts and Community Based Programs. The intern will also have the opportunity to learn variety of service providers, community partners, and the Juvenile Justice stakeholders in addressing at risk and high risk youth population. In addition, the intern will have first hand experience to observe various types of services addressing the issue of delinquency and family functionality: Functional Family Therapy, High Risk High Need (HRHN) Home Based Services, Gang Intervention, HRHN Employment services, Substance Abuse Program. | Junior or Senior at a partnered university. Proficient in Microsoft Word and Excel. Majors in Criminal Justice, Psychology, English, Sociology and law. | Ability to analyzed and interpret complex assignment; articulate thought and translate into writing. | Probation Department Various locations throughout Los Angeles County. |
| 967 | Community Based Infectious Disease Prevention | As part of the ACDC Planning and Evaluation Unit, the intern will assist in implementing and evaluating collaborative community-based infectious disease prevention projects. Activities may include: assisting with focus groups and field-based data collection, community outreach and education, attending coalition meetings, conducting Internet research, and making follow up telephone calls with community stakeholders. | Commitment to social justice, addressing health disparities, improving health, living, and working conditions of diverse communities required. Major in social sciences (anthropology, sociology, etc.) ethnic studies, health, social welfare, or education desired. | Ability to think critically about social, cultural, economic, institutional, and other barriers and facilitators for community health; appreciation of cultural diversity and the importance of community resiliency and community organizing for health. Effective oral and written communication; bilingual (Spanish-English) desired but not required. | Public Health, Acute Communicable Disease Control (ACDC) Program 313 N. Figueroa Street, Room 212, Los Angeles, CA 90012 |

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| 968 | Health Communications Intern | Duties may include one or more of the following: developing, revising, testing and translating health messages used in print materials, presentations, training materials, websites, and/or social media channels. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Communications. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Communications. Ability to identify, analyze, and revise health education information; generate communications strategies for diverse populations. At least one health behavior theory or communications course; and at least 3 months of writing, training, or communications experience; ability to apply health literacy and plain language principles. Bilingual proficiency is preferred. Knowledge of quantitative methods including survey design and qualitative research methods including focus group testing and key informant interviews are preferred. | Public Health/Quality Improvement Division/Health Education Administration 600 S. Commonwealth Ave. Los Angeles, CA 90005 |
| 969 | MCAH Research, Evaluation and Planning Internship (Revised) | The County of Los Angeles Department of Public Health, Maternal, Child, and Adolescent Health (MCAH) Programs is seeking highly motivated student interns to provide support for various projects related to research, evaluation, planning and/or policy development. The purpose of the internship is for the intern(s) to gain exposure and experience in MCAH related issues. | College students interested in a career in public health or graduate students in public health related fields. Preferred but not required: Experience conducting telephone interviews; knowledge of MS Access and SAS; Basic knowledge of Epidemiology and research design. | Generating or assessing solutions; clarifying or critiquing health information and materials; generating program ideas for hard-to-reach populations. | Department of Public Health- Maternal, Child & Adolescent Health Programs (MCAH) – Research Evaluation & Planning (REP) Unit 600 South Commonwealth Ave., Suite 800, Los Angeles 90005 |

Depending on the student's interest and background, major assignments include but are not limited to:

- Support the implementation of three survey projects; specific duties include reviewing the survey tools, conducting phone interviews, and tracking project progress.
- Work with MCAH staff to develop health briefs or conduct further analyses on various MCAH issues
- Assist with MCAH research data dissemination to MCAH stakeholders and community partners
- Assist with MCAH program/project evaluation, and communicate findings for program/project improvement.
- Assist with conducting focus groups to solicit feedback to inform project design and implementation; specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and making recommendations to project implementation.
- Assist with conducting comprehensive literature review on MCAH related topics.
- Assist MCAH staff in report generation and compilation
- Support MCAH Program staff in maintaining and designing MCAH Program website and MCAH Data Center; assist with periodic updates of Tracking Preconception and Interconception Health Indicators in LAC website data.
- Assist with MCAH staff in designing and developing health education and program materials incorporating evidence-based health literacy practices.

Depending on the intern's skill, experience and interest, the student intern will be encouraged to develop his/her own analysis topics and carry out the project independently with assistance from MCAH staff based on available data.

- The Family Health Outcomes Project (FHOP) Report
The student intern will assist the REP Unit staff to generate and compile the FHOP

Other projects include, but are not limited to

- Perinatal Periods of Risk (PPOR) Approach
The student intern will work closely with our community partners such as Black Infant

- The Los Angeles County Action Learning Collaborative (LACALC):

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| | | <p>The student intern will assist the team to develop an in-depth epidemiological report based on available and pertinent data sources and research findings to describe and assessing racism and infant death in LAC, following a life-course perspective; develop and revise LAMB and LA HOPE tools to further elucidate the association between racism and adverse birth outcomes; identify existing resources, potential partners, and opportunities for collaboration to further confront racism; and to develop a framework for an online learning community to share knowledge and resources for customizing training to local communities and target audiences. http://www.publichealth.lacounty.gov/mch/ReproductiveHealth/PEDIM%20ALC%20Website.pdf</p> <p>•Sudden Infant Death Syndrome (SIDS) Surveillance Project</p> <p>The student intern will work with SIDS Program Coordinator and REP Unit staff to review coroner's reports, extract pertinent information and input into the SIDS Surveillance database. For more information about SIDS Programs, please visit http://www.publichealth.lacounty.gov/mch/sids/sids.htm</p> <p>Depending on the intern's skill, experience and interest, the student intern will be encouraged to develop his/her own analysis topics and carry out the project independently with assistance from REP Unit staff based on available data.</p> | | | |
| 983 | Graphic Design Intern | <p>The Graphic Design Intern will be responsible for assisting Graphic Artists in various projects, such as (but not limited to) posters, flyers, event/theme graphics, newsletters, brochures, logos, designs and multimedia/web graphics. This is a great opportunity for the intern to have some of his/her work printed or displayed.</p> | <p>The ideal candidate is pursuing a major in Graphic Design. He/She is proficient in Adobe InDesign, Illustrator and Photoshop on a Mac platform and has some knowledge of Microsoft Office and QuarkXPress. A foundation in traditional art/media (such as drawing, illustration, photography) and knowledge of printing processes, typography, layout and color correction of imagery are a plus. The ideal candidate has good craftsmanship, organizational skills, the ability to troubleshoot, pay attention to detail and develop designs from concept to completion.</p> | <p>The candidate must have strong visual, interpersonal and written skills and the ability to communicate effectively and professionally with clients and office personnel regarding projects and deadlines.</p> | <p>Chief Executive Office</p> <p>Graphic Arts</p> <p>500 W. Temple Street, Room 767</p> <p>Los Angeles, CA 90012</p> |
| 986 | Evaluation Intern-GRAD | <p>The Health Education Administration (HEA) of the Department of Public Health promotes health through effective health education communications, an empowered health education workforce, and successful partnerships. As a result, HEA manages several department-wide initiatives including dissemination of information through the [HEALTHED] Listserv, worksite wellness for 4,000 employees, coordinating speaking requests through the Speakers' Bureau, assuring the quality of departmental educational materials, and conducting plain language training. Each activity produces data that is used to identify areas of improvement and evaluate the overall effectiveness of HEA activities. HEA seeks an Evaluation Intern to support HEA's evaluation efforts.</p> | <p>Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Epidemiology/Biostatistics. Interested graduate students should possess: excellent written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; ability to conduct and implement research on evidence-based practices; and intermediate to advanced skills in Microsoft Office software applications (Word.</p> | <p>Ability to interpret quantitative statistical analysis and develop evaluation reports.</p> | <p>Department of Public Health (DPH)/ Quality Improvement Division / Health Education Administration (HEA)</p> |

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| | | Duties may include one or more of the following: developing data gathering tools (e.g. online surveys, focus group guides); building databases using Access or other software; entering and cleaning-up data; analyzing data using statistical software and methods; writing reports based on resulting data, and reporting results to key stakeholders. | Excel, PowerPoint, Publisher and Access); ability to use Geographic Information System (GIS) applications is preferred. | | 600 S. Commonwealth Ave., 7th Floor, Los Angeles, CA 90005 |
| 992 | Headquarters Culinary Rotation | This project will provide the unique opportunity to work at the Sheriff's Headquarters (SHQ) cafeteria providing breakfast, lunch, special catering events and beverage service to employees, as well as guests and visitors. This environment will allow you to gain culinary administrative skill, food safety knowledge, experience culinary industrial-sized machinery, food presentation skill, create and/or present menu ideas as well as work with standardized recipes. You will also be able to liaison with members of the sheriff's department, line cooks, dietitians and other kitchen personnel. By completion of your internship, you should be able to prepare food for large parties, be knowledgeable of HACCP regulations, and have built management skills necessary for hospital, hotel, government, and catering agencies. You will be able to use industrial culinary equipment, present food in an appetizing, eye appealing manner, you will also be able to standardized and create recipes for menu selection. | Enrollment in a college that is an approved partner with the Academic Internship Program. Hospitality or culinary art majors with at-least one year of educational training. Interns are expected to be open-minded, willing to learn, have enthusiasm, work well with others, and possess a good work ethic. | Demonstrates critical thinking and decision-making abilities in time management, menu planning, employee evaluation, and combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality food production. | Los Angeles County Sheriff's Department Food Services Unit 450 Bauchet Street, Room #E815 Los Angeles, CA 90012 |
| 995 | Veterinary Public Health Project for MPH Students | The intern will choose a topic within the intersection of human and animal health. In discussion with staff at VPH and with their college advisor, the intern will write a thorough 3-5 page proposal on their research topic and anticipated phases of work for the summer. Work may either expand on ongoing projects or may be new work. All projects will include literature reviews and writing. Projects may also include survey design and implementation, data analysis, report-writing, educational materials development, and in-person presentations. | Students in Master of Public Health programs preferred. | Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals). Must have excellent writing skills. Intern may participate in drafting reports, brochures, web site content, and presentations. Audiences may include both the public and for public health professionals. Intern will typically generate first drafts which will be edited by the program. Intern must be willing to edit and refine work. Opportunity for the intern to present material orally to other public health professionals may be arranged. Basic statistics and SAS training desirable. | Department of Public Health- Veterinary Public Health Program 313 N. Figueroa St, Rm 1127 Los Angeles, CA 90012 |
| 1007 | Public Health Emergency Preparedness/Logistics Section | Prepare the Department of Public Health to activate their Logistics Section during public health emergencies. Do so by assessing gaps in current logistics section plans developed within the Department, FEMA guidelines, and grant funding requirements. Propose improvements to the current logistics section plan, develop a project timeline, and manage the project from inception to completion. If time permits, evaluate how effective the developed tools are in assisting staff understand the roles and responsibilities of logistics, and develop simple guidelines for staff to follow. | At least a senior level with a major in Public Health, Health Science or related field with emphasis in Community Health, Environmental Health, Occupational Health, and/or Health Administration | Good computer skills in MS Office skills in Excel, Word, and PowerPoint. Analyze important aspects of training information and translate it for logistics section staff to understand. - Ability to work within the framework of departmental procedures and policies. Ability to strategize, develop, and manage a project | Public Health Office of Administrative Deputy 5555 Ferguson Dr. #320-10 Commerce 90022 |
| 1013 | Health and Safety Assistance Intern | Intern will assist with the provision of the health and safety program to department employees. This unit develops, implements, and maintains various programs in health and safety and is a resource to DMH employees for all health and safety-related issues. Duties include assisting the Safety Officer with researching and developing Cal/OSHA- | The candidate should be pursuing a degree of Bachelor of Science Degree in Environmental and Occupational Health. This assignment prepares students for a variety of occupations including Environmental Health | Candidates should have the ability to quickly understand new concepts, speak on the telephone and meet face-to-face with people. Should be comfortable asking for assistance when needed. | Department of Mental Health |

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| | | mandated programs, and reviewing and updating existing programs. Other projects will include assisting the Health and Safety Coordinators with conducting and reviewing facility inspection surveys to identify hazards and recommend courses of action, as well as conducting ergonomic evaluations and making recommendations. | Specialist, Industrial Hygienist, Safety Engineer, and Loss Control Representative. | | 550 S. Vermont Ave, 7th Floor Los Angeles 90005 |
| 1015 | Law Enforcement Intern | The program is designed to give participants a realistic view of the duties of a law enforcement officer. Participants are assigned to Compton Station and are exposed to a multitude of areas including Property and Evidence and Detective Bureau. | College-level senior majoring in Administration of Justice or related field, with approval of the instructor of record at school. Prospective applicants must be willing to undergo station level background check and interview for acceptance. | Students are required to complete an in depth analysis of the duties at a station detective bureau and how they apply to lessons learned in the classroom. | Sheriff's Department Compton Sheriff's Station 301 Willowbrook Avenue Compton 90220 |
| 1016 | Workforce Development— Graduate Student | Duties include directly assisting with: planning, implementation, and evaluation of classroom- and web-based training programs aimed at increasing department staff skills on public health policy and evidence-based practice, leadership, and emergency preparedness; assisting with the coordination of department-wide science conference activities; development and dissemination of related materials, training opportunities, and resources for department staff; assistance in updating/maintaining current intranet websites; assisting in teaching opportunities for ODT trainings; assisting in networking with various MPH programs from other schools to promote Public Health and LA County; data management and analysis such as entering paper course evaluations and test scores into Excel databases and transfer electronic test scores into Excel databases or access databases; create codebooks for course evaluation templates as well as for other evaluations, surveys and tests; assist in developing online surveys and other duties as assigned. The graduate-level intern is placed within the Public Health Training Unit, Leadership Training Unit, Technology Unit, or Emergency Preparedness Training Unit. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications. | Generating or assessing solutions; ability to read and interpret evidence based scientific articles to support program activities; ability to multitask; ability to understand the systems level of public health in a complex and diverse organization such as LA County; review current policy and assist in developing new policy develop systems for organizing, coding and reporting on learning-related data; ability to coordinate and facilitate training; understand emerging health trends and their impact on the community; creation of surveys and evaluation tools to assess DPH workforce needs; | Public Health Office of Organizational Development and Training 600 S. Commonwealth Ave, 7th floor Los Angeles, CA 90005 |
| 1017 | Veterinary Public Health Externship for DVM or VMD 4th year students | Extern(s) will learn about a wide variety of aspects of the field of veterinary public health and rabies control. Extern(s) will be provided with materials and learning goals, and will be required to take part in a variety of tasks. Tasks may include assisting in animal disease outbreak investigations, writing up draft reports and educational handouts, calling members of public about West Nile virus test results on dead birds that they reported in, and much more. Near the end of the month, the participant(s) will choose a topic within the intersection of human and animal health and present it to veterinarians, physicians and others in the department. | Potential candidates must be in their 4th year of enrollment of a college of Veterinary Medicine. | Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals). | Public Health Veterinary Public Health Program 313 N. Figueroa St, Rm 1127 Los Angeles, CA 90012 |

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| 1020 | Planning/Landscape Architectural Aid/Intern | <p>Internship will cover the design of beneficial and/or pollinator hedgerows for a developing farm landscape at the Pitchess Detention Center. The borders of each crop field will be developed into hedgerows that will attract pollinators and beneficial insects to the area. Some research and design development will be required to optimize start up irrigation, developing planting procedures and researching wildlife deterrents. The work will include surveying and documenting area of scope, conceptual design, design development documents and development of a materials list and obtaining quotes. Prospective interns will be required to successfully pass a security clearance background check prior to the start of the internship. More information can be found at: http://caff.org/wp-content/uploads/2010/07/Hedgerow_manual.pdf</p> | <p>Basic knowledge and access to AutoCad and one of the following fields of study; landscaping design, horticulture or agriculture. Intern should be a 3rd year architecture, landscape architecture or agriculture student, or enrolled at one of our partnered universities. Candidate may work from home after initial site surveying are completed, but will be required to make weekly reports to the Department contact.</p> | <p>Must be analytical and have attention to detail.</p> | <p>Sheriff's Department Pitchess Detention Center 29330 The Old Road Castaic, CA 91384</p> |
| 1023 | WDACS Academy/Staff Development Intern | <p>An intern is needed to assist the WDACS Training Academy with the planning, implementation, delivery and evaluation of department-wide training programs and curricula.</p> <p>Tasks Include:</p> <ul style="list-style-type: none"> • Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files. • Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs. • Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue. • Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service. • Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability. • Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures. • Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum. | <p>Behavioral or Social Sciences majors.</p> | <p>Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.</p> | <p>Workforce Development, Aging and Community Services (WDACS) 3175 W. 6th St., Suite # 404 Los Angeles, CA 90020</p> |

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| 1028 | ORCHID (Online Real-Time Centralized Health Information Database) | <p>Interns will assist in the development of communication strategies and tools that will educate the DHS employees and patients on the ORCHID project.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Creating a comprehensive campaign to inform DHS employees and patients about the ORCHID project. • Developing and designing ORCHID marketing materials (e.g. posters, hand-outs, and banners) • Developing internet contact (including social media content) to increase awareness of the ORCHID project | Must currently be an undergraduate or graduate student in the following programs: Public Relations, Marketing, Journalism, Communications, Public Health, Public Health Administration or other related majors. | Attention to detail, ability to work in a team environment, good organizational and presentation skills, and a strong familiarity with social media sites (i.e. Facebook, Twitter, etc.). | <p>Department of Health Services, Information Systems</p> <p>1237 N. Mission Road Los Angeles 90033</p> |
| 1029 | Specific Needs Awareness Planning (SNAP) | <p>The Specific Needs Awareness Planning (SNAP) Mapping System is a comprehensive planning and response tool developed to address the needs of residents without the ability to self-evacuate, or who may require specialized care during a disaster. The System integrates GIS mapping and database connectivity, thus allowing emergency operations managers and first responders to assess the impact of an emergency incident in a particular area on its most vulnerable residents.</p> <p>SNAP also supports the dissemination of emergency preparedness information and notifications through its e-mail enabled data base of registrants. In addition, SNAP maintains a separate data base of government agencies and private service providers who offer a wide array of services to people with disabilities and others with access and functional needs.</p> | Computer skills (primarily MS Word and Excel) a must. Preferred major includes emergency management, community outreach to the specific needs populations, proficiency with web-design, and working knowledge of computer software applications or related majors. | Problem solving. General knowledge of the SNAP Program and possibly be able to identify potential solution and recommendations to various issues associated with SNAP. (Preferred but not required). | <p>Los Angeles Emergency Operations Center</p> <p>1275 N. Eastern Ave. Los Angeles 90063</p> |
| 1030 | County of Los Angeles Forestry Technician Internship | A successful internship candidate will perform routine reforestation field work and assist in the day-to-day maintenance and/or completion of related resource projects. Supplementary duties may include coordination with stakeholders in presenting conservation education programs, oak tree monitoring, preparing Fire Weather Danger Reports, and submitting Environmental Impact Report responses to achieve goals and objectives as directed. | Candidates for this internship must be in their junior or senior year of undergraduate study leading to a Bachelor Degree in a Forestry related field. | Must have the ability to accurately define problems and sort through the complexities by distinguishing unimportant or irrelevant issues from the key components. Must be able to express facts and ideas in a written manner that is clear, organized, and appropriate for the purpose and audience. Commensurate with skill needed to attain a Bachelor's degree. | <p>Fire Department</p> <p>Forestry Division Field Units (Various Locations)</p> |

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| 1032 | Program and Policy Development Unit Intern | <p>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 Public Health Intern will support the unit's community engagement and workforce development functions, as well as provide administrative support. Duties of the position are but are not limited to: assisting with planning, coordinating, facilitating, and/or evaluating staff meetings and/or trainings; conducting research and literature reviews; assist with conducting community assessments and create resource lists; support policy efforts by tracking relevant local and statewide policies; assist Health Education staff with creating health education/outreach material; assisting with community outreach events as needed.</p> | <p>Must currently be a student in a Master's Degree accredited program of study with specialization in Public Health or equivalent. Interested students should: be proficient in Microsoft Office Suite and Adobe Acrobat; possess excellent organization, interpersonal, analytical, written, and verbal communication skills; excellent customer service skills and the ability to interface effectively with all levels of customers in a professional demeanor; ability to meet multiple deadlines and manage multiple projects; ability to organize and prioritize multiple assignments; understand and apply grammar rules and principles; create documents in many forms: print, web-based, training materials, or other professional or electronic documents; Readily accept and incorporate constructive criticism; work independently and/or as part of a team.</p> | <p>Generating or assessing solutions; generating program ideas for hard-to-reach populations.</p> | <p>Department of Public Health SPA 5 & 6 Area Health Office</p> |
| 1035 | Information Security and Privacy Breach Labor Tracking System | <p>The Countywide Information Security Program (CISP), directed by the County of Los Angeles (County) Chief Information Security Officer (CISO), formulates and promulgates policy for managing and integrating Countywide information security and privacy related programs designed to protect all County's information technology (IT) systems, applications, and data.</p> <p>The County CISO tracks all reported security incidents (e.g., stolen/lost laptops, stolen/lost thumb drives, web applications attacked) manually from the 34 major departments. For numerous reasons, an automated labor tracking process is now required to track security incidents throughout the County. This new process will achieve an accurate and automated process of ascertaining labor costs for all security and privacy incidents. Costs of this nature is required for criminal prosecution (i.e., material damages), and for use internally to justify acquisition of technology or training needs.</p> <p>The development of this labor tracking system may be incorporated into the existing County's Enterprise Human Resource timekeeping system. The intern is expected to be available a minimum of 15 hours per week until completion of this project performing the following responsibilities:</p> <ul style="list-style-type: none"> a) Work closely under the direction of the County CISO; b) Develop and document a logical/conceptual diagram utilizing database concepts; c) Identify and discuss database structure data elements, groups, and aggregation points; d) Engage in discussions with various County departments' personnel to validate its structure; e) Document a workflow procedure utilizing Microsoft Office tools or similar toolset; f) Present to County management the developed process. | <p>Familiarity with IT concepts related to database management systems and structure.</p> <p>Possible majors include computer science, information management systems, information security assurance, public administration, public policy, business administration, or closely related fields of study. Intern must have completed course(s) in database management, data analytics, or statistical data analytics. It is desired to have completed information security course(s) but is not required.</p> <p>Ideal candidate must have a conceptual knowledge of IT systems and applications that include database management software. A knowledge and/or awareness of different types of security incidents are desirable. Other areas are data analytics, Big Data, data mining, public policy, public administration, business administration, and IT governance would be beneficial.</p> | <p>Intern must be able to think logically and represent data conceptually.</p> <p>Intern must be able to work independently with minimum amount of instruction.</p> <p>Must be able to set and meet project goals and objectives.</p> <p>Must be analytical and understand holistic characteristics of an information security incident.</p> | <p>Chief Information Office</p> <p>350 South Figueroa Street, Suite 188; Los Angeles, CA 90071</p> |

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| 1038 | Office of Emergency Management Intern | <p>The Los Angeles County Chief Executive Office of Emergency Management is looking for energetic self-starters to provide multifaceted support to the Office of Emergency Management. Under the direction of the Assistant Administrator, the ideal candidate will be responsible for assisting in the development of emergency management plans, programs and annexes, in the research and development of Requests for Proposal (RFPs) and Statements of Work (SOWs), as well as work with the social media coordinator to design innovate campaigns and strategies to increase community awareness and disaster planning and preparedness. Candidate will interact with community groups, multiple County departments and various committees. This project is ideal for someone looking to understand the role and functions of emergency management from a regional perspective.</p> <p>Additional duties include: Support the budget and grants section to research additional funding Assist in the establishment of public/private partnerships Brainstorm fresh social media content ideas Assist with the development of training and exercises Attend meetings and provide support in the implementation of the Proof-read and organize files General office duties, meeting planning and note taking.</p> | <p>Ideal candidate will be highly motivated, flexible, and have a primary interest in emergency management. Additionally, candidates must be well-organized, multi-taskers that are able to communicate effectively, analyze problems, and come up with workable solutions with limited resources. Working knowledge of computers and related software applications such as Word, Excel and Access is strongly preferred. Candidates must be analytical, resourceful, and detail-oriented. Possible majors can include, but are not limited to: Public Administration/Policy, Communications and Emergency Management.</p> | <p>The candidate should possess strong analytical, cognitive, trouble-shooting, and problem-solving skills; and should be able to write and edit written material. The candidate must be able to present both oral and written information in a poised, persuasive and professional manner.</p> | <p>Chief Executive Office Office of Emergency Management 1275 N. Eastern Ave. Los Angeles 90063</p> |

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| 1040 | Nursing Administration - Graduate Student | <p>Under the supervision of the Assistant Nursing Director, the student will provide technical assistance to nursing employees in Nursing Education and Nursing Informatics units to achieve their program goals.</p> <p>Interns for this project will:</p> <ul style="list-style-type: none"> -Assists in planning, and developing evidence-based training programs aimed at increasing staff skill in evidence-based public health nursing practice and information technology. -Assists in providing trainings to enhance the skills of public health employees. - Develops evaluation tools to measure effectiveness of trainings. - Conducts work flow analysis. -Updates/maintains internet/intranet websites. - Assists in teaching opportunities for educational training. - Networks with various graduate programs from other schools to promote Public Health and LA County. -Data entry. -Assists in data management and analysis. -Develops various reports -Assists in providing help desk support. | Must be a graduate student from an accredited college or university in the field of Nursing, Public Health, or equivalent. | Candidates should: possess excellent organizational, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications. | <p>Public Health - Nursing Administration 241 North Figueroa Street, Room 347, Los Angeles, CA 90012</p> |
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| 1041 | Workforce Development—Graduate Student | <p>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 served. Conduct research identifying effective communication models that can be utilized in a large organization and/or assist in the development of a communication model that will be effective in DPH.</p> <ol style="list-style-type: none"> 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 by developing an online survey. 4. Assist in promoting membership to DPH nursing listserv to increase ease in effective communication with all DPH nursing staff. 5. Assist in developing a standard approach on how new policies are communicated in each work setting. | Candidates in Master’s program for Nursing, Public Health, or equivalent. | Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications. | <p>Public Health – Nursing Administration 241 North Figueroa Street, Room 347, Los Angeles, CA 90012</p> |
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| 1042 | Women's Health Policy and Programs | <p>Assist with a variety of projects related to addressing current women's health issues. These include preparing the community for the substantial increase in the aging population with the Women and Healthy Aging series of community dialogues; developing a healthcare consumer protection campaign; and the Data Dissemination Project to train trainers to bring relevant data from the "Health Indicators for Women In Los Angeles County: Highlighting Disparities by Ethnicity and Poverty Level" report to communities of color who are most impacted by the findings and demonstrate effective ways to use the data for new and/or improved programs and strategies to begin closing the health inequity gaps.</p> <p>Duties include: assisting with developing PowerPoint presentations and training materials; event preparation and follow-up; taking notes at committee meetings; computer research on aspects of women's health and pending legislation; and other related activities.</p> | Possible majors include Public Administration, Public Health, Women Studies or related majors. | <p>Organizational skills, attention to detail; experience in women's health areas is helpful but not required. Thinking precisely, making interdisciplinary connections, generating or assessing solutions. Ability to communicate effectively in English with women's health leaders</p> <p>Computer skills – Word, Excel, PowerPoint</p> | <p>Public Health-Office of Women's Health (OWH) OWH office – 3400 Aerojet Avenue, El Monte 91731</p> |
| 1044 | Wholesale Food Safety Program/Specialized Food Service Program | <p>Assists with enhancing the foodborne illness report log. Enter received data into existing databases. Assist in development of ongoing training for field staff by incorporating lessons learned from recent outbreak responses. Review of existing data and reports.</p> | Juniors, Seniors, graduates students currently studying Environmental & Occupational Health, Public Health, or Health Science are preferred. | <p>Demonstrate proficiency in the use of Microsoft Office Programs. Must possess good organizational skills and be self-motivated. General safety and organizational skills. Must possess effective oral and written communication skills.</p> | <p>Public Health-Environmental Health 5050 Commerce Dr. Baldwin Park, CA. Environmental Health HQ</p> |

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| 1046 | Active Transportation Planning Intern | <p>Become a member of the County's new Active Transportation Planning group. As part of this group, interns are expected to play an active role in improving and developing bicycle and pedestrian facilities, along with access to transit facilities in Los Angeles County. Interns may choose to work on one or more projects from the following list:</p> <p>a) Research for the upcoming County Active Transportation Plan</p> <ul style="list-style-type: none"> - Review similar plans prepared by other agencies, and identify items to address in the County's Plan. - Develop a methodology to identify the pedestrian and bicycle improvements required in County unincorporated areas. The assessment should consider existing infrastructure, census population and demographic data, transit facilities and other trip generators. - Identify disadvantaged communities within the County where bicycle and pedestrian infrastructure should be prioritized to improve social equity. - Identify potential advocates and stakeholders who may be interested in providing input on the development of the Plan. <p>b) Create & update GIS data</p> <ul style="list-style-type: none"> - Use ArcGIS to create new GIS layers or update existing layers for bicycle and pedestrian facilities. - Conduct field reviews to verify existing bicycle and pedestrian facilities. - Update the layer of proposed bicycle and pedestrian facilities with project funding and other information. - Perform GIS analysis to identify candidate bicycle projects for grant applications. | <p>Students with Planning, Transportation, Engineering or a closely related field are preferred. Must have a keen interest in bicycling, public transportation, and interacting with the general public.</p> | <p>Must be analytical and detail oriented. Must be able to communicate/present solutions and problems, verbally and in writing to staff and at public forums. Experience and knowledge preparing general or circulation plans will be advantageous.</p> | <p>Department of Public Works- 900 S. Fremont Avenue, Alhambra, CA 91803</p> |
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c) Initiate County Bicycle Parking Program -
Inventory existing bicycle racks within unincorporated County areas at County facilities and near Class I bicycle paths. -Identify potential short and long term bicycle parking locations near transit hubs, educational institutions, commercial facilities and other destinations.
-Review short and long term bicycle parking structures currently available, and select two designs in each category that can be used as the new County Standard. The selection should consider aesthetics, bicycle support and efficient utilization of space when not in use.
-Develop a draft bicycle parking policy. d) Evaluate current Bicycle ridership - Conduct bicycle counts for existing and proposed bikeway facilities.
-Use the forms and methodology outlined in <http://bikecounts.luskin.ucla.edu>. - Update bicycle count data to <http://bikecounts.luskin.ucla.edu>.
-This task may require the use of bicycle activated automatic counters.
e) Prepare Public Service Announcements for Education & Encouragement - Prepare graphics and brochures for public safety education, e.g. Suggested Route To School brochures for school children. - Create and update blogs & other social media tools to publicize the County's bicycle program.

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| 1047 | Community Partner Affinity Access Program (CPAAP) Outreach | <p>The County of Los Angeles Department of Health Services (DHS) is implementing Community Partner Affinity Access Program Outreach Project. As a member of the CPAAP team, you will assist in research, data collection, analysis, and implementation of a CPAAP outreach effort; this may involve development of a "Frequently Ask Questions Table", Writing and Populating of a Fax E-Mail Blast, and updating information into a CPAAP End-User Database with applicable data. Assist in contacting CP personnel to ensure that all E-Mail Addresses and Telephone Numbers are correct, posing Affinity System Access usage questions, determining usage, and interfacing with DHS Information Technology personnel responsible for Affinity System Access Facilities (ASAF). Educating CP Affinity System Access (ASA) End-Users on Health Insurance Portability and Accountability Act (HIPAA) implications.</p> | <p>Courses in Public Administration or related courses and/or courses in Information Systems, Data-Warehouse/Database, Healthcare Analytics, Medical Informatics and report generation; desired majors include but are not limited to Computer Science, Information Systems, or a closely related field. Graduate Level students. Experience in Healthcare Administration is a plus.</p> | <p>The ideal candidate will have strong research, analytical, organizational skills.</p> | <p>Health Services- Ambulatory Care Network (ACN)–Chief Medical Information Officer Business Unit (CMIBU) Headquarters at 100 South Fremont, Bldg. A-9, East 2nd Floor, Unit 4, Alhambra</p> |
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| 1048 | Pharmacy Administration Intern | This is a 4th year elective clerkship for fourth level Pharm.D. students. | The candidate must be currently enrolled in a Pharm.D. Program from an affiliated partnered university who is looking to gain some experiential hours as part of a level IV clerkship program. The emphasis will be the role of the Pharmacist in the Public Health Environment. | Interested candidates should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, and conduct research on evidenced based practices. | |
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| 1060 | Policy Review & Development Intern | Interns will review existing Department of Public Health – Administrative Services Policies & Procedures by assessing gaps in current departmental polices related to supply chain management, facilities management, grant management, and cross reference guidance. | At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Public Policy, Political Science, Sociology, Human Resources, Business Administration, and/or English. | <p>Required Critical Thinking Skills: -Good MS Office skills in Word, Excel, and PowerPoint are required. -Ability to work within the framework of departmental policies and procedures.</p> <p>- Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback. Required Oral and Written Communication Skills: Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate onto paper.</p> <p>Required Research Analysis: Conduct a gap-analysis by researching existing established policies and observation of current practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.</p> | <p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p> |
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| 1061 | Space Planning/Facilities Management Intern | <p>Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for delivering space planning and facilities management services to their constituents. Work can include, but not limited to the review of space planning documents, development of policies and procedures associated with space planning and facilities management, development of tools and resources of constituents, and other special projects.</p> | <p>At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Business Administration, Facility Management and/or Engineering.</p> | <p>Required Critical Thinking Skills: -Good MS Office skills in Word, Excel, and PowerPoint are required. -Ability to work within the framework of departmental policies and procedures. - Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback. Required Oral and Written Communication Skills: Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate onto paper. Required Research Analysis: Conduct a gap-analysis by researching existing established policies and observation of current practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.</p> | <p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p> |
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| 1062 | Supply Chain Management Intern | <p>Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for supply chain management services to their constituents. Work can include, but not limited to the review of existing procedures and policies, development of policies and procedures associated with supply chain management, development of tools and resources for constituents, and other special projects.</p> | <p>At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Supply Chain Management, and/or Logistics.</p> | <p>Required Critical Thinking Skills: -Good MS Office skills in Word, Excel, and PowerPoint are required. -Ability to work within the framework of departmental policies and procedures. - Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback. Required Oral and Written Communication Skills: Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate onto paper. Required Research Analysis: Conduct a gap-analysis by researching existing established policies and observation of current practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.</p> | <p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p> |
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| 1068 | Pre-Occupational Therapy (OT) Intern | <p>This internship will provide students who are interested in the profession of occupational therapy with the following opportunities:</p> <ul style="list-style-type: none"> - Observation of occupational therapist and other staff in the evaluation and treatment of children with certain physical disabilities (e.g., cerebral palsy, muscular dystrophy) -Participation in therapy sessions with an occupational therapist - Observation of medical services supporting rehabilitation therapy, such as Pediatric Clinic, Orthopedic Clinic, Durable Medical Equipment Clinic - Researching/searching information relevant for patient population which may include community resource information for families, such as recreational/leisure activities and programs for children with disabilities - Exposure to assessment and treatment tools and equipment -Observation and participation in case management activities -Interaction with patients, families, staff and others in-person and via telephone | <ul style="list-style-type: none"> - Major or coursework in occupational therapy (pre-OT) with application to OT school in near future | <ul style="list-style-type: none"> - Good time management and organizational skills - Good critical thinking and observational skills, including judgment skills - Effective communication skills and good interpersonal skills | <p>Public Health- Children's Medical Services-California Children's Services, Medical Therapy Program One of 23 Medical Therapy Units located throughout Los Angeles County</p> |
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| 1069 | Interagency Council on Child Abuse and Neglect (ICAN) Project | <p>The primary focus of this project involves two of ICAN's critical initiatives: the annual ICAN Data Report, and the monthly Child and Adolescent Suicide Review Team (CASRT) meeting. The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. Specific duties will include, but are not limited to: preparing folders (case info, sign in sheets, agreements of confidentiality, etc.) for the monthly CASRT meetings; note taking (minutes) during the meetings; researching social network sites (such as Face book) for relevant information; attending the monthly Data meetings and participating in the review of agency data reports, analyzing the reports for trends and assisting in developing new and creative ways of presenting data and information. These efforts will culminate in publication of the 2014 State of Child Abuse in Los Angeles County Annual Report. All related tasks are administrative and generalist in nature and will require no specific knowledge, education or experience related to the identification, treatment or prevention of child abuse.</p> | <p>College Junior or Senior; <i>Baccalaurete</i></p> <p>Relevant fields of study would include Public Administration, Statistics, Anthropology, Psychology, Sociology, Business Administration, Medicine, Human Behavior, etc...</p> | <p>Desired skill set and qualifications include: Analytical; Willingness to look at chronic and systemic challenges differently and from a multi-agency perspective; Creative; Inquisitive; Independent thinker; Ability to manage data and reports submitted from various agencies; some familiarity with local govt. agencies a plus; Typing, preparing minutes from meetings, some filing and copying, etc... Ability to handle multiple tasks/projects at once.</p> | <p>Children and Family Services 4024 No. Durfee Rd. El Monte, CA</p> |
| 1070 | Video Production Intern | <p>The Department of Workforce Development, Aging and Community Services (WDACS), Executive Branch is seeking an intern to assist in the creation of promotional videos, short documentaries, public service announcements, and still photography work. In addition the intern will be assisting with editorial work to help proofread and write articles, and announcements for the department website.</p> | <p>Current undergraduate (B.A., B.F.A.), or graduate level university (M.F.A.) student in Film/Media/Video Production, or related major.</p> | <p>Experience with shooting with digital video cameras. Editing experience with Final Cut Pro, After Effects, Compressor. Experience with lighting sets for video projects/some green screen knowledge also. Still photography experience. Must be analytical and detailed oriented, a self-starter with the ability to prioritize competing projects. Must possess excellent communication skills; both verbal and written. Should have knowledge of film editing, filmmaking techniques, and the ability to analyze long hours of video to edit down to concise, approximately 3 to 5 minute videos.</p> | <p>Workforce Development, Aging and Community Services (WDACS) 3175 West 6th Street, Los Angeles, CA 90020</p> |

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| 1071 | Project Active Living and Learning (ALL) – Physical Education Program (PEP) Evaluation Project | <p>This project will provide physical education and nutrition education professional development to 485 K-12th teachers, and 17,083 students with the highest obesity rates (40%-57% outside the Healthy Fitness Zone for body composition) in Los Angeles County. The purpose of Project ALL (Active Living and Learning) is to improve students' levels of physical fitness through attainment of California's State Standards for Physical Education. This will be accomplished through implementation of physical education and nutrition curricula and professional development for teachers. The project will also improve district policies, form partnerships with other supporting entities, and build a clear management plan to guarantee sustainability after the funding ends. Objectives for the project include increasing the proportion of students who engage in 60 minutes of daily physical activity, increasing the percentage of students who achieve age-appropriate cardiovascular and body composition fitness levels, and increasing the proportion of students who consume at least 5 daily servings of fruits and vegetables. With the assistance from the Alliance for a Healthier Generation, the School Health Index will be used on an annual basis along with an evaluation of all program measures to identify areas of need. The School Wellness Council will review, develop, or implement policy based on areas of need in alignment with the Wellness Policy.</p> <p>Data Sources that currently reside in the Los Angeles County Office of Education (LA CO E) facility for over 500 students from the following school districts: El Monte City, Mountain View, Pasadena Unified, Pomona Unified: Measure 1: Pedometers readings for students in K-12th grade measuring student physical activity levels (target 60 minutes per day), and 3-day Physical Activity Recall (3DP AR) survey instrument results for grades 5th -12th; Measure 2: Test results from the 20 meter Shuttle Run (PACER) which will be used to assess students' cardiovascular fitness in grades 6th -12th; Measure 3: Survey responses to nutrition-related questions from the Youth Risk Behavior Survey (YRBS) which will be used measure how many high school students consume fruit two or more times per day and vegetables three or more times per day; Measure 4: Daily attendance data for elementary and secondary students</p> | Experience with Stata or SAS. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations in connection with health project. <i>Baccaulaurete.</i> | Experience with Stata or SAS. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations in connection with health project. | Public Health 3530 Wilshire Blvd, Ste 800, Los Angeles, CA 90010 |
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| | | <p>Duties:</p> <ul style="list-style-type: none"> -Perform cleaning operations and check for completeness of data, outliers, erroneous entries. Etc. -Assist with development of reports and publication. -Assist with the request and collection of data from LACOE and individual school districts as pertaining to the research project. -Explore through data analysis (multi-level modeling) the relationship between body composition, aerobic capacity and attendance, academic performance. | | | |
| 1072 | Area Agency on Aging, Needs Assessment | <p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of the AAA Area Plan Needs Assessment. Tasks and duties may include:</p> <p>Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes.</p> <p>Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.</p> <p>Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.</p> <p>Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.</p> | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | <p>Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</p> |

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| | | <p>Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).</p> <p>Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities.</p> <p>Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated.</p> <p>Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.</p> <p>Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.</p> <p>Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.</p> | | | |
| 1073 | Los Angeles County Commission for Older Adults | To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of a video to promote | Students must have classes or major in Film, Video Production, Photography or other related field. | Intern must have the ability to review information on specific documents and reports | Workforce Development, Aging and Community Services (WDASC) |

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| | | <p>the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. Tasks and duties may include:</p> <p>Performing specialized video production duties involving:</p> <p>Writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment.</p> <p>Creating animated and other computerized graphics, utilizing sophisticated software programs.</p> <p>Writing, producing and directing video productions.</p> <p>Planning and developing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions.</p> <p>Converting production ideas into finished production script by working with subject matter experts.</p> <p>Acts as script person by issuing scripts to performers and crew and revising to assure that cast and crew have appropriate and current scripts.</p> | | <p>and make recommendations on the completeness and accuracy of these. Experience in video production software. Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project is a plus.</p> | <p>3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</p> |
| 1074 | Elderly Nutrition Program | <p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the evaluation of qualified Elderly Nutrition Program (ENP) congregate sites to determine the Distinguish Site high standards for excellence are met based on the following requirements:</p> <ul style="list-style-type: none"> • Hospitality, • Helpful service, • Creating a comfortable, home-like setting for participants to enjoy while socializing with their friends, • Delicious healthy food, • As well as consistently meeting high standards for food safety. | <p>Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.</p> | <p>Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p> | <p>Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</p> |

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| 1075 | Supplemental Nutrition Assistance Program-Education (SNAP-Ed Program) | To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in data collection and the evaluation of the SNAP-Ed Program. | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietician. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010 |
| 1076 | Title V SCSEP | To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) Title V Senior Community Service Employment Program (SCSEP) by performing research of Federal Department of Labor (DOL) and California Department of Aging (CDA) SCSEP policy for the development of AAA Title V SCSEP Program Memos and other program related documents. | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010 |
| 1079 | Materials Management Intern | Working with materials management, interns will be able to develop efficient mechanisms for tracking and accounting requisition forms, create systems and procedures for employee on-boarding and off-boarding of various programs, and streamline/systemize internal operations and workflows within the department. Students will analyze and assess problems with current policies and suggest solutions for problem solving. As new and exciting changes are implemented in current practices, interns will gain insight into project development and program planning of supply and asset inventory. | Major in Public Administration, Business Administration, Facility Management, Engineering, or other related field. <i>Baccalaureate</i> | N/A | Public Health 5555 Ferguson Drive, Suite 320 Commerce, CA 90022 |

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| 1080 | Grant Fund Development Unit (Revised) | The Grant Fund Development Unit's (GFDU) mission is to support over 40 program offices in the Department of Public Health in the successful acquisition and implementation of grants. The GFDU is nested within the Department of Public Health's Administrative Services Division and works with program offices to bridge every aspect of administration in the grant lifecycle. By joining the GFDU team, students will have the opportunity to experience the development and planning of grant funded public health program that have a positive impact on the health and well-being of Los Angeles County residents. Working with the GFDU will provide an introduction to the grant application process, policies and procedures of county contracting, as well as financial, logistical, and operational processes of the Department. Student will also have the opportunity to use best practices and evidence based research to improve and streamline the grant process. | At least senior level with a major in Public Health, Public Health Administration, Health Administration, Public Administration, Public Policy, Political Science, Sociology, Human Resources, Business Administration, and/or English. <i>Baccaulaurete or Graduate</i> | N/A | Public Health - Grand Fun Development Unit 5555 Ferguson Drive, Suite 320 Commerce, CA 90022 |
| 1082 | Emergency Preparedness and Response Program (EPRU) Ongoing | To develop food defense training procedures that guide the Environmental Health Specialist to conduct restaurant vulnerability assessments and a curriculum that leads to protection against food tampering and terrorism. | (must have classes to demonstrate): Graduate student currently studying Environmental & Occupational Health, Public Health, or Health Science preferred. | Possess good organizational skills, be detailed orientated and self-motivated. Students must be familiar with Microsoft Office software. Must possess critical thinking skills. | Public Health-Environmental Health 5050 Commerce Dr., Baldwin Park, CA 91706 |
| 1083 | Epidemiologic study | The medical student will participate in an epidemiologic study of diseases of public health importance. This study involves data collection pertinent to the diseases being studied, literature searches, analysis of data and development of a report. Presentation of the report may also be expected. | Must be currently enrolled in a medical school and studied: Epidemiology or Biostatistics. <i>Graduate</i> | N/A | Public Health Various LAC DPH locations. Student base will be Public Health Education for Physicians located at 241 N. Figueroa St., Los Angeles 90012 |
| 1084 | Commission for Women - Research/Staff Assistant Intern | The Los Angeles County Commission for Women provides a nurturing environment for students who wish to pursue careers or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as healthcare, aging, veterans, faith-based, workplace, family and community. The intern will work closely with one or more Commissioners who will assist them in achieving the stated outcomes. | The interns should have an awareness and interest in women's issues, be able to research to find statistics in various areas, and have the ability to work on their own with minimal direction. The interns must be a junior, senior or graduate level university student, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors. | Excellent oral and written communications and ability to conduct and analyze research. Upon joining the program, interns must be able to provide their own transportation to and from the internship site. | Los Angeles County Commission for Women Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 372, Los Angeles, CA 9012. |

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| 1085 | Housing for Substance Use Disorder Clients | The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County's alcohol and drug programs. SAPC contracts with over 300 community-based organizations to provide alcohol and drug prevention, intervention, treatment and recovery services throughout Los Angeles County. The Intern will be assisting in the development of a comprehensive plan for providing housing for individuals with substance use disorders. | Interest and experience in housing and/or substance use disorder services. Graduate level student enrolled in Public Health, Public Administration, Public Policy, Social Work and/or other Social Science programs. | Ability to conduct literature reviews, draw conclusions from research, analyze and think critically, and write clearly and concisely. | Public Health Substance Abuse Prevention and Control 1000 S. Fremont Avenue, Bldg. A-9 West, 4th Floor, Alhambra, CA 91803 |
| 1086 | Public Health Administrative Services/Statistics Intern | Assist in collecting and analyzing data, preparing charts and reports. Participate in studies and prepares reports, gathers and analyzes data on existing programs, conducts surveys, and studies. Tabulates, charts, and analyzes statistical data by making computations and comparisons. Process large amounts of data for statistical modeling and graphic analysis. Report results of statistical analyses, including information in the form of graphs, charts, and tables. Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. Other duties as needed to ensure smooth operations of administrative services related matters | At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata, SPSS and Graphic Design skills to create infographics and other graphically appealing data. <i>Baccalaureate or Graduate</i> | Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. | Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022 |

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| 1087 | Public Health Administrative Services Intern | Assists in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepares briefs, and write synopses of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters. | At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills. | Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to manage projects, coordinate with stakeholders, and be open to constructive feedback. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Ability to research and conduct gap-analyses; evaluate existing policies; and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements. SAS or SPSS skills are not required but recommended. | Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022 |
| 1088 | Emergency Planning | Hollywood Mental Health Center is looking for an Intern to learn about the administrative operations of a Department of Mental Health directly operated clinic. Under direct contact of the Program Head and Clinical leads, the intern will assist with planning and implementing the building emergency disaster plan, analyze, evaluate, and offer suggestions on how to improve workflow processes at the clinic. | Risk Management, Business Administration, and related disciplines. | Adept in the use of Microsoft Word and Excel. Good communication and organizational skills. Basic knowledge of Mental Health environment is a plus. | Department of Mental Health Hollywood Mental Health 1224 North Vine St., Los Angeles, CA 90038 |

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| 1090 | Public Health Administrative Services/Statistics Intern | <p>Assist in collecting and analyzing data, preparing charts and reports. Participate in studies and prepares reports, gathers and analyzes data on existing programs, conducts surveys, and studies. Tabulates, charts, and analyzes statistical data by making computations and comparisons. Process large amounts of data for statistical modeling and graphic analysis. Report results of statistical analyses, including information in the form of graphics, charts, and tables. Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. Other duties as needed to ensure smooth operations of administrative services related matters</p> | <p>At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata, SPSS and Graphic Design skills to create infographics and other graphically appealing data. <i>Baccalaureate or Graduate</i></p> | <p>Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Interns must have the ability to research and conduct gap-analyses; evaluate existing policies; and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.</p> | <p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p> |
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| 1091 | Public Health Administrative Services Intern | Assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepares briefs, and write synopses of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters. | At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills. | Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Interns must have the ability to research and conduct gap-analyses; evaluate existing policies; and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements. | Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022 |
| 1092 | County of Los Angeles University | The County of Los Angeles employs 100,000 individuals in a wide variety of professions, ranging from executive managers to social workers to helicopter pilots. The County's Department of Human Resources (DHR) is responsible for recruiting, developing, and retaining this highly qualified, diverse workforce. In particular, the Workforce and Employee Development Division is responsible for Countywide training, succession and workforce planning, performance management, survey insight, data analytics, EEO, and organizational development programs. | Business administration, education, communication/technical writing/information design, marketing, advertising, database development, statistics/measurement, research methods, Adobe Illustrator, Microsoft Office Suite (Access, PowerPoint, Word, and Excel). <i>Baccalaureate or Graduate</i> | Analytical and problem-solving skills with the ability to quickly grasp new information, act upon it, and present a workable solution or finished deliverable • written and oral communication skills to present ideas and concepts in a clear, comprehensive yet concise, easily understandable, and professional manner • drive to achieve while working independently or as part of a team | Department of Human Resources – Workforce and Employee Development Division 3333 Wilshire Blvd., Ste. 350 Los Angeles, CA 90010 |

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| | | <p>We are currently seeking interns to assist in the design, build, and implementation of a comprehensive County University. The intern positions will assist with one or more of the following: conducting research on local college/university programs to build a searchable database, outreaching to local colleges/universities to build relationships, conducting research on professional certification organizations (e.g., Society of Human Resources) to build a searchable database, researching MOOC courses and linking them to our competency model, building skills- and compliance-based training materials (e.g., customer service, career development, American's with Disability Act, etc.), constructing communication materials to market and inform employees about the County University, building evaluation tools, analyzing data, etc.</p> | | <ul style="list-style-type: none"> Interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments research skills to compile information in useful formats and derive relevant findings on a range of topics by conducting primary and secondary research Microsoft Access, PowerPoint, Word, and Excel skills | |
| 1093 | Community Environmental Risk Reduction | <p>Providing assistance to staff in the development and execution of a community toxic risk reduction program aimed at evaluating and mitigating cumulative toxic risks in our highly burdened communities.</p> | <p>Must be graduate level student attending one of the Academic Internship Program partnered university/college. Biostatistics & Epidemiology</p> | <ol style="list-style-type: none"> Assisting in the identification and prioritization of communities impacted by exposures to toxic emissions and at a greater risk for cumulative health impacts. Coordinating with local, state and federal environmental and health-related agencies to ensure effective use of resources and refinement of practices and policies impacting identification, prioritization and investigation of communities highly-burdened by environmental pollution. Participating in meetings with internal staff, other DPH programs and external organizations. Participating in outreach activities and assisting in the identification and development of educational materials related to toxic agent exposure that are the most appropriate for the health needs of the population. | <p>Public Health – Environmental Health 695 S. Vermont Avenue, South tower – 14th Floor, LA CA 90005</p> |

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| 1095 | Healthy Aging | <p>Assist with a variety of aging projects for the Office of Women’s Health including:</p> <ol style="list-style-type: none"> 1. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition. 2. Engages stakeholders in LAACHA. 3. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners. 4. Assists with variety of projects, tasks, and research related to healthy aging and women’s health. 5. Assists/develops PowerPoints, materials. | <p>Possible majors include: Public Health, Gerontology, Women Studies or related majors. <i>Baccalaureate or Graduate</i></p> | <p>Organizational detail; experience and knowledge in gerontology are helpful but not required. Ability to make interdisciplinary connections, generate or assess solutions, and ability to communicate effectively with health leaders. Word, Excel, PowerPoint</p> | <p>Office of Women’s Health (OWH) OWH Office - 3400 Aerojet Avenue, El Monte 91731</p> |
| 1096 | Climate Change | <p>To maintain the delivery of the Climate & Health Workshop Series at four County locations through 2016 and to roll out the Department of Public Health’s Climate & Health Initiative, the first phase of which is meeting with division directors to determine how to involve various DPH divisions in climate change work. The activities of this project meet strategic objectives laid out in the LACDPH 2013-2017 Strategic Plan (objective 1.4.f; see below) and LACDPH’s Five Point Plan to Reduce the Health Impacts of Climate Change.</p> | <p>Graduate student currently studying Environmental & Occupational Health, Public Health, or Health Science preferred.</p> | <p>Possess good organizational skills, be detailed orientated and self-motivated. Students must be familiar with Microsoft Office software.</p> | <p>Public Health-Environmental Health 5050 Commerce Dr., Baldwin Park, CA 91706</p> |
| 1098 | Recruitment and Selection Intern | <p>Reviews and conducts research in HR policies/procedures on examinations to gain a thorough understanding of the examination process; Researches applicable Civil Service Rules and provides recommendations to increase efficiency of the recruitment and selection process; Prepare and develop examination bulletins and supplemental application for various Civil Service Exams; Reviews employment applications to determine if applicants meet Minimum/Selection Requirements; Analyzes, prepares and recommends a recruitment plan to assist qualified candidates to submit on-line applications; Researches, analyzes, coordinates and implements examination processes; Provides assistant in conducting Job Analysis; Assists in the administration of oral exams; Assists in developing Appraisal of Promotability (AP) form and standards; Coordinates and monitors the AP process; Conducts research and analyzes data, and prepares reports on assigned projects; Works on special projects as assigned by the exam analysts.</p> | <p>Business Administration, Human Resources, Public Administration or related majors. <i>Baccalaureate</i></p> | <p>N/A</p> | <p>Register-Recorder/County Clerk 12400 E. Imperial Hwy., Room2204</p> |

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| 1099 | Dietetic Internship Project | <p>To allow students from Dietetic Internship Programs to obtain observational and practical experience in applied Dietetics & Nutrition Services at DPH facilities and/or programs.</p> <p>Students will attend meetings with Program Analysts of the Nutrition and Physical Activity Program and understand the basic guidelines of policy, systems, and environmental change related to obesity and chronic disease prevention; understand the organizational structure, goals, mission statement of the Los Angeles County Department of Public Health; educate Nutrition and Physical Activity Program staff on federally funded nutrition assistance programs; provide an evidence-based nutrition report on emerging public health nutrition topics; understand the Academy of Nutrition and Dietetics/CDR Code of Ethics for the Profession of Dietetics and Process of Consideration of Ethics Issues.</p> | <p>Completed didactic courses in dietetics and nutrition; accepted into a coordinated or didactic dietetic internship program</p> | <p>Shows initiative and proactively develops recommendations to improve community-based programs; performs self-assessment, develops goals and objectives and prepares a draft portfolio for professional development; applies evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and other areas of dietetic practice.</p> <p>Demonstrates effective communication skills to community members (e.g. oral, print, visual, and electronic); delivers respectful, science-based answers to community members regarding food and nutrition</p> <p>Conducts community-based food and nutrition program outcome assessment/evaluation; participates in community-based research</p> | <p>Public Health 3530 Wilshire Blvd, Suite 800, Los Angeles, CA 90010</p> |
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| 1100 | Aging Services Intern | <p>Adult Protective Services (APS), Program and Planning is developing specialized public transportation as well as caregiver support guides for the elderly, disabled, and low-income individuals. We seek an intern to provide important general administrative and research support for a variety of projects. The intern will assist in developing much-needed services for the residents of Los Angeles County and will be at the forefront of the county's efforts of increased mobility management as the demand for specialized services increases with the growing senior population. The intern will:</p> <ul style="list-style-type: none"> • Update and compile information regarding a variety of senior services for distribution to the general public. • Develop, implement, and evaluate mobility management programs such as travel training, options counseling, taxi vouchers, and outreach. • Compile and analyze data to make recommendations for the APS Emergency Transportation program. • Analyze different policy to coordinate supportive services to the disabled and very frail elderly and provide recommendations for program development and improvement. • Develop forms and tracking devices. • Meet with community and government stakeholders to support the work of the Regional Mobility Manager. | Junior and senior majors in Public Policy, Public Administration, Political Science, or any related field. | Must have working knowledge of Microsoft Office. Must be analytical and detail oriented. A self-starter with the ability to prioritize competing projects. Must be able to communicate/present solutions and problems, verbally and in writing to staff and external stakeholders. Research and writing ability to provide information to the general public. Knowledge of basic quantitative analytical techniques in order to conduct analysis. | <p>Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd. Suite 400, Los Angeles, CA 90010</p> |
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| 1103 | Los Angeles County Commission for Older Adults (LACCOA) | <p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. The attached Fact Sheet for LACCOA provides an overview of the program. Tasks and duties may include:</p> <p>Performing specialized video production duties involving:</p> <p>Writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment.</p> <p>Creating animated and other computerized graphics, utilizing sophisticated software programs.</p> <p>Writing, producing and directing video productions.</p> <p>Planning and developing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions.</p> <p>Converting production ideas into finished production script by working with subject matter experts.</p> <p>Acts as script person by issuing scripts to performers and crew, and revising to assure that cast and crew have appropriate and current scripts.</p> | Students must have classes or major in Film, Video Production, Photography or other related field. | <p>Required Critical Thinking Skills: Interns must have the ability to review information on specific documents and reports and make recommendations on the completeness and accuracy of these.</p> <p>Required Oral and Written Communication Skills: Experience in video production software, Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Required Research Analysis: Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p> | <p>Workforce Development, Aging and Community Services 3333 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010</p> |
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| 1106 | Los Angeles County Food Redistribution Initiative (LACFRI) | <p>To assist in the development of effective strategies to encourage the donation of excess wholesome food in Los Angeles County through the Environmental Health Division. This will include but is not limited to writing literature reviews, conducting thorough analyses, and assisting in putting plans into action. Interns for this project will gain experience and/or participate in:</p> <ol style="list-style-type: none"> 1. Participate in LACFRI Working Group meetings with experts representing various sectors (business, government, non-profit food rescue, among others). 2. Gain a deeper understanding of the complex food system in Los Angeles County and how it relates to the issue of food insecurity and wasted food. 3. Assist in developing objectives based on the general goals developed by the LACFRI Steering Committee. 4. Participate in occasional meetings with the Food Safety Advisory Council (FSAC), Los Angeles Food Policy Council, Los Angeles County Public Works Subcommittee, among others. 5. Gain an understanding of the perceived food safety barriers as well as corporate attitudes that prevent donations of excess wholesome food in restaurants, entertainment venues, the hospitality sector, public schools, etc. | Graduate student currently studying Environmental Health, Social and Behavioral Sciences, or Public Health Policy and Management preferred. | <p>Must have excellent interpersonal skills, initiative, willingness to learn, and be able to prioritize tasks effectively. Required Critical Thinking Skills: Potential interns should have a good understanding of systems thinking as it relates to public health.</p> <p>Required Oral and Written Communication Skills: The candidate must possess effective oral and written communication skills.</p> <p>Required Research Analysis: OPTIONAL - Geographic Information System (GIS) experience</p> | <p>Public Health – Environmental Health / Program Planning 5050 Commerce Dr., Baldwin Park, CA 91706</p> |
| 1108 | East San Gabriel Valley Area Plan | <p>The Academic Internship consists of conducting research, documentation, and preparation of notices and other documents; assisting in the preparation of community outreach events; conducting field work; and researching and developing work programs for grant funding sources. The intern will have the opportunity to gain an understanding of the community planning process while interacting directly with various community members; stakeholders from local, state, and federal agencies; and also develop an understanding of the Los Angeles County General Plan and Zoning Code.</p> | Undergraduate or Graduate student who is enrolled in or has previously taken Land Use/Community Planning classes or any related classes. | <p>Knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. An understanding of maps is desired. Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. Fluent Spanish language skills desired.</p> | <p>Department of Regional Planning 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012</p> |

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| 1109 | Los Angeles County Food Redistribution Initiative (LACFRI) | To assist in the development of effective strategies to encourage the donation of excess wholesome food in Los Angeles County through the Environmental Health Division. This will include but is not limited to writing literature reviews, conducting thorough analyses, and assisting in putting plans into action. | Graduate student currently studying Environmental Health, Social and Behavioral Sciences, or Public Health Policy and Management preferred. | Must have excellent interpersonal skills, initiative, willingness to learn, and be able to prioritize tasks effectively. Potential interns should have a good understanding of systems thinking as it relates to public health. The candidate must possess effective oral and written communication skills. OPTIONAL - Geographic Information System (GIS) experience. | Public Health – Environmental Health / Program Planning 5050 Commerce Dr., Baldwin Park, CA 91706 |
| 1110 | Motor Vehicle Safety/Crossing Guard Location Survey | To address motor vehicle collisions in Los Angeles County, the Injury and Violence Prevention Program’s (IVPP) project will include disseminating survey questionnaires to school crossing guards at their annual mandatory meeting. The student will also be involved in participating in site visits at school crossing guard intersections to observe and document driver and pedestrian behavior. The student will work under the supervision of the Health Educator assigned to this project. | Student must be currently enrolled in the semester the internship covers. | Must have the ability to think, understand and act on information obtained in a way that is both effective and responsible. Ability to exchange information both orally and written in a clear and precise way. Must have a basic understanding of research analysis. | Department of Public Health 695 Vermont Ave, Los Angeles, CA. 90005, 14th floor and in the field as necessary. |
| 1112 | Data Analysis & Management Internship | Assist with data analysis and management of several databases, assist with synthesizing results | Be in the process of receiving Master in Public Health degree Have taken public health courses focused on: Research and evaluation methodology Health program planning Health theory Social marketing Health education and health promotion | self starter. Requires minimal supervision on projects. Ability to apply public health theory in program planning, evaluation, and material development. Ability to work with diverse stakeholders. Strong writing skills. Strong communication skills. ability to manage data. ability to interpret results. ability to summarize evaluation findings to summary reports. Pays attention to detail. Able to conduct lit review. Ability to apply core public health theories for program planning and evaluation purposes. Ability to use theory to guide development of social marketing/health education materials. | Public Health 3530 Wilshire Blvd, Suite 800, Los Angeles, CA, 90010 |

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| 1114 | Area Agency on Aging (AAA) Newsletter | <p>To gain experience through the Los Angeles County AAA by participating in the development, release, and implementation of the first and subsequent AAA Newsletter(s). The purpose of the newsletter is to provide information on AAA services and to highlight some of the programs and their successes. More importantly, the newsletter will allow the AAA to share information with community partners that provide essential services for older adults and adults with disabilities in Los Angeles County.</p> <p>Area Agencies on Aging (AAA) were established through the Older Americans Act (OAA) of 1965 to help older adults find employment, live as independently as possible in the community, promote healthy aging and community involvement, and assist family members in their vital roles as caregivers. The Los Angeles County AAA is a State-designated agency established in 1975 and is responsible for planning, coordinating, and implementing programs that promote the health, dignity, and well-being of Los Angeles County's residents. The Los Angeles County AAA is under the umbrella of the CSS Department and is part of the Aging and Adult Services Branch. The AAA and a network of public and private community-based agencies provide a broad range of services to older adults.</p> | Students must have classes or major in Public Administration, Public Policy, Communications, English, Gerontology, Sociology, or other related fields. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | <p>Workforce Development, Aging and Community Services 3333 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010</p> |
| 1116 | Premature Delivery Rate among African American in LAC | <p>The statement of work, or action plan is developed and written by the intern, since the internship is self-directed and when the intern is passionate about a topic, the outcomes are better. Among activities of responsibility for are:</p> <ol style="list-style-type: none"> 1. Literature review 2. Review LAC data available on the topic 2. Research on best practices conducted on the topic by other organizations, counties, state 3. Assist in developing a public health intervention- intern to decide: patient information, website content, partner communication 4. Abstract to be written and submitted for presentation to a professional organization, highlighting the findings. | Student must be currently enrolled in a quarter/semester partnered colleges/universities. | Must have the ability to think, understand and act on information obtained in a way that is both effective and responsible. Ability to exchange information both orally and written in a clear and precise way. Must have a basic understanding of research analysis. | <p>Public Health 695 Vermont Ave, Los Angeles, CA. 90005, 14th floor and in the field as necessary.</p> |

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| 1117 | Cardiovascular and School Health Intern | Conduct and/or support assessment activities to inform program planning, implementation, and strategy development related to joint/shared-use and/or physical education in Los Angeles County. Assessment activities include, but are not limited to, literature review; development of research tools, instruments, and program support materials; data collection using methods such as key informant interview, focus group, street/school-based intercept surveys, or other; entry, management, and analysis of qualitative and quantitative data; development of products to communicate results to both internal and external audiences (e.g. stakeholder presentations, issue briefs, abstracts, social media campaign, or other). | Graduate student (Masters in Public Health or Public Policy preferred) | strong writing and statistical analysis capabilities; knowledge of data collection methods; experience with program evaluation, data collection and analysis; proficient in Microsoft Office suite and statistical analysis software; excellent verbal and written communication skills. | Public Health 3530 Wilshire Blvd. Suite 800, Los Angeles, CA 90010 |
| 1119 | Violent Death Reporting System Data Abstraction | The intern will be working on the Violent Death Reporting System (VDRS). VDRS is designed to compile information from multiple sources to gain a complete picture of violent deaths (homicides, suicides, etc.) in Los Angeles County. The intern's duties will include reading coroner's case reports of violent deaths and abstracting information from those reports for entry into the VDRS database. This is not a straightforward data entry job; the coroner's narrative must be carefully read and interpreted to ensure the correct circumstances surrounding each death are entered into the system. The intern will also participate in VDRS data abstraction meetings to discuss data entry procedures and to talk through difficult cases. Depending on the intern's interests, there is also the potential for developing research projects using VDRS data. | Intern should be majoring in a social science such as public health, criminology, sociology, psychology, etc. | Intern must be reliable and detail-oriented and be willing to read coroner's reports of violent deaths. Previous data entry experience and interest in violence prevention and/or mental health is preferred. | Public Health 695 S Vermont, Los Angeles, CA 90005 |

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| 1120 | East San Gabriel Valley Area Plan | The Academic Internship consists of conducting research, documentation, and preparation of notices and other documents; assisting in the preparation of community outreach events; conducting field work; and researching and developing work programs for grant funding sources. The intern will have the opportunity to gain an understanding of the community planning process while interacting directly with various community members; stakeholders from local, state, and federal agencies; and also develop an understanding of the Los Angeles County General Plan and Zoning Code. | Undergraduate or Graduate student who is enrolled in or has previously taken Land Use/Community Planning classes or any related classes. | Knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. An understanding of maps is desired. Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. Fluent Spanish language skills desired. | Regional Planning 320 W. Temple Street, 13th Floor, Los Angeles CA 90012 |
| 1121 | Violent Death Reporting System Data Abstraction | The intern will be working on the Violent Death Reporting System (VDRS). VDRS is designed to compile information from multiple sources to gain a complete picture of violent deaths (homicides, suicides, etc.) in Los Angeles County. The intern's duties will include reading coroner's case reports of violent deaths and abstracting information from those reports for entry into the VDRS database. This is not a straightforward data entry job; the coroner's narrative must be carefully read and interpreted to ensure the correct circumstances surrounding each death are entered into the system. The intern will also participate in VDRS data abstraction meetings to discuss data entry procedures and to talk through difficult cases. Depending on the intern's interests, there is also the potential for developing research projects using VDRS data. | Intern should be majoring in a social science such as public health, criminology, sociology, psychology, etc. | Intern must be reliable and detail-oriented and be willing to read coroner's reports of violent deaths. Previous data entry experience and interest in violence prevention and/or mental health is preferred. | Public Health 695 S Vermont, Los Angeles, CA 90005 |

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| 1122 | East San Gabriel Valley Area Plan | <p>The Academic Internship consists of conducting research, documentation, and preparation of notices and other documents; assisting in the preparation of community outreach events; conducting field work; and researching and developing work programs for grant funding sources. The intern will have the opportunity to gain an understanding of the community planning process while interacting directly with various community members; stakeholders from local, state, and federal agencies; and also develop an understanding of the Los Angeles County General Plan and Zoning Code.</p> | <p>Undergraduate or Graduate student who is enrolled in or has previously taken Land Use/Community Planning classes or any related classes.</p> | <p>Knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. An understanding of maps is desired. Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. Fluent Spanish language skills desired.</p> | <p>Department of Regional Planning, 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012</p> |
| 1124 | Trauma Prevention Initiative – Violence Prevention Community Engagement and Research/Evaluation | <p>The intern will be working on the Countywide Trauma Prevention Initiative. The Los Angeles County Department of Public Health (DPH), under the auspices of the Trauma Prevention Initiative (TPI), seeks to reduce the disproportionately high incidence of trauma visits, injuries and deaths in communities of interest throughout the county, prioritizing the high incidence of violence-related trauma visits, injuries and deaths in South LA. DPH intends to achieve this aim, in part, by working with community agencies to increase access to targeted services and strengthening linkages between community members, community resources and clinical services through hospital based violence intervention, community based intervention/safe passages, and building capacity within the communities to address violence using a public health approach. The intern will be a critical support staff to the Initiative’s Coordinator and should be an individual who is detail-oriented with strong communication and administrative skills. Duties include, but are not restricted to:</p> <ul style="list-style-type: none"> • Work directly with the Initiative’s Coordinator and Lead Evaluator to advance the many identified strategies and efforts of the Initiative. • Attend community meetings to learn about the program, interface with stakeholders, take meeting minutes and assist with coordinating efforts of different stakeholders as it pertains to violence prevention. | <p>Intern should be majoring in a social science such as public health, sociology, psychology, etc.</p> | <p>Intern must be reliable and detail-oriented and be willing to work within South Los Angeles communities including the communities of Westmont/West Athens and Willowbrook. Previous community related experience and interest in violence prevention/intervention and/or mental health is preferred.</p> | <p>Public Health Office location: 695 S Vermont, Los Angeles, CA 90005 Community Locations: Within various neighborhoods in South Los Angeles.</p> |

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| | | <ul style="list-style-type: none"> • Participate in strategic planning meetings, assist in preparing meeting materials and presentations, and take meeting minutes. • When possible, attend evening and weekend community events in the communities of interest, assisting with research and evaluation as well as program development and implementation. • Assist Coordinator/Evaluator with TPI research projects, including working with trauma centers and community partners to plan and conduct research and working with TPI staff and partners to develop and evaluate projects. • Assist Evaluation lead with collection and analysis of Initiative data. • Assist with literature reviews, identification of best practices and writing evaluation reports. • Depending on the intern's interests, there is also the potential for developing research projects associated with violence prevention and intervention. | | | |
| 1127 | Assistant Project Coordinator Intern-GRAD | 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 one or more of the following: assisting in building a TB coalition, coordinating TB First Friday continuing medical education (CME) workshops/ conferences, planning World TB Day, editing health education material, developing fact sheets and drafting annual education and training reports based on resulting data. More specifically, under the leadership of the Sr. Health Educator, the intern will help assist in planning and executing World TB Day 2017 and TB First Friday conferences and compiling data sources for TB Control Program reporting purposes. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education or Community Health Education. | Interested graduate students should possess: excellent written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; ability to conduct and implement research on evidence-based practices; and intermediate to advanced skills in Microsoft Office software applications (Word, Excel, PowerPoint, Publisher and Access). Ability to interpret quantitative statistical analysis and develop evaluation reports. At least one program planning; and at least one health behavior theory or communications course preferred. | Department of Public Health - Communicable Disease Control and Prevention Division - Tuberculosis Control Program 2615 S. Grand Ave, Los Angeles, CA 90007 |

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| 1128 | MCAH Research, Evaluation and Planning Internship | <p>The County of Los Angeles Department of Public Health, Maternal, Child, and Adolescent Health Programs is seeking highly motivated student interns to provide support for various projects related to research, evaluation, planning and/or policy development. The purpose of the internship is for the intern(s) to gain exposure and experience in MCAH related issues.</p> <p>Depending on the student's interest and background, major assignments include but are not limited to:</p> <ul style="list-style-type: none"> • Support the implementation of three survey projects; specific duties include reviewing the survey tools, conducting phone interviews, and tracking project progress. • Work with MCAH staff to develop health briefs or conduct further analyses on various MCAH issues • Assist with MCAH research data dissemination to MCAH stakeholders and community partners • Assist with MCAH program/project evaluation, and communicate findings for program/project improvement. • Assist with conducting focus groups to solicit feedback to inform project design and implementation; specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and making recommendations to project implementation. • Assist with conducting comprehensive literature review on MCAH related topics. • Assist MCAH staff in report generation and compilation <p>Support MCAH Program staff in maintaining and designing MCAH Program website and MCAH Data Center; assist with periodic updates of Tracking Preconception and Interconception Health Indicators in LAC website data. Assist with MCAH staff in designing and developing health education and program materials incorporating evidence-based health literacy practices.</p> <p>Depending on the intern's skill, experience and interest, the student intern will be encouraged to develop his/her own analysis topics and carry out the project independently with assistance from MCAH staff based on available data.</p> | College students interested in a career in public health or graduate students in public health related fields. <i>Graduate or Doctorate</i> | <p>Preferred but not required: Experience conducting telephone interviews; knowledge of MS Access and SAS; Basic knowledge of Epidemiology and research design.</p> <p>Critical Thinking Skills: Generating or assessing solutions; clarifying or critiquing health information and materials; generating program ideas for hard-to-reach populations.</p> <p>Oral and Written Communication Skills: Proficiency in oral and written communication skills. Spanish preferred but not required.</p> | <p>Los Angeles County Dept. Public Health - Maternal, Child & Adolescent Health Programs (MCAH) 600 South Commonwealth Ave., Suite 800, Los Angeles, CA 90005</p> |
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| 1131 | Contracts | Join the Administrative Services team at the County of Los Angeles Public Library. The Academic intern would be given the opportunity to administer contract solicitations (i.e. Request for Proposals) from beginning to end, including working with subject matter experts on developing a statement of work, , conducting cost analysis studies, participating in the proposal evaluation process, and drafting letters of recommendation for contract award to the Board of Supervisors. | Preferred candidates should be majoring in Business Administration, Public Administration or related majors. <i>Baccaulaurete or Graduate.</i> | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 |
| 1132 | Copywriter (Media) | 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, event speeches, web content, internal department communications and more. You will collaborate with the marketing and communications team to tell the Library Story. With 87 libraries within Los Angeles County, the Public Library serves diverse customers and seeks an individual with a passion for public service. Receive your college credit as you make an impact on the lives of over 3.5 million residents in LA County. We are looking for candidates that can demonstrate their creativity and ability to work in a team. | Preferred candidates should be majoring in Journalism, Public Relations, Communications or related majors. <i>Baccaulaurete or Graduate.</i> | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 |
| 1133 | Creative Copywriter (Marketing) | Description: Join the Marketing and Communications team at the County of Los Angeles Public Library to assist in persuasive copywriting for department-wide slogans, catchphrases, tweets, scripts and more. You will work closely with the graphics team to create messages that elicit emotion in all mediums of marketing and communication. | Preferred candidates should be majoring in Journalism, Public Relations, Communications or related majors. <i>Baccaulaurete or Graduate.</i> | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 |
| 1134 | Fee revisions and Development | Join the Administrative Services team at the County of Los Angeles Public Library. The academic intern would be given the opportunity to work on the assignment from beginning to end, including a review to determine revised fee for services provided by the department (includes field work interviewing staff), assist with drafting a revised ordinance for submission to County Counsel and drafting of a Board letter for approval to implement the new fee. | Preferred candidates should be majoring in Business Administration, Public Administration or related majors. <i>Baccaulaurete or Graduate.</i> | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 |

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| 1135 | Graphic Artist | Join the Marketing and Communications team at the County of Los Angeles Public Library to assist in creating strong designs for the department. Explore the power that visual design has as you utilize your creative talent to develop web graphics, print ads, flyers, newsletters, social media graphics and more. | Preferred candidates should be majoring in graphic arts, graphic design or related majors. <i>Baccalaureate or Graduate.</i> | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 |
| 1136 | Los Angeles County Tobacco Retail License Development | Work with local jurisdictions to amend tobacco control policies to include e-cigarettes. Analyze existing tobacco retail license policies, update the LA County tobacco policies database, and provide technical assistance to members of the Tobacco Retail Environment Task Force. | MPH candidate | Experience working in diverse communities. Ability to multitask. Planning and coordination skills. Experience with project management. Comparative analysis of programmatic elements. Problem solving skills as it relates to program/project management. strong written and oral communications skills. comfort and strength in public speaking. ability to draft and format reports and fact sheets. | Tobacco Control and Prevention Program Office- 3530 Wilshire Blvd., Suite 800, LA CA 90010 |

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| 1137 | Healthy Trees for Los Angeles County | <p>Interns may be assigned to but not limited to the following assignments which are associated with the Healthy Tree for Los Angeles County Project.</p> <p>Develop a framework for a public-private Urban Forestry Program for street and residential trees in unincorporated Los Angeles County to promote walkable environments, mitigate climate change, prevent heat illness, and reduce energy costs.</p> <p>Research Supervisorial District (SD) 2 serving organizations including South LA Youth Activities League, LA Neighborhood Land Trust, and local schools and develop recommendation list for SD 2; Develop a tree education program with local schools linked with local tree planting efforts; Develop annotated agendas and convene meetings with local organizations and schools to gauge interest in involving their youth in conducting tree education and outreach</p> <p>Create systems and environmental change to facilitate tree planting/care and urban heat reduction in unincorporated areas of Los Angeles County.</p> <p>Study CAL FIRE reporting requirements, specifically regarding GHG tracking; Develop a training presentation and guide on CAL FIRE GHG reporting; Train DPW and DPH staff on the guide and reporting mechanism/tool; Identify other grant opportunities to support tree planting and maintenance; Research charitable foundations, private companies, non-traditional and technology driven techniques to raising funds (e.g., crowd sourcing)</p> | <p>Environmental Health coursework; Public health knowledge; Built environment knowledge.</p> <p><i>Graduate</i></p> | <p>Public health knowledge; Built environment knowledge.</p> | <p>Public Health PLACE Program, 695 S. Vermont Ave., 14th floor, Los Angeles, CA 90005</p> |
| 1138 | Ordinance Research & Implementation | <p>The Academic Internship consists of conducting research and preparing draft planning documents for internal review; assisting with the update of planning information for departmental use; and reviewing the Title 22 Zoning Code to assist staff with new ordinance and policy implementation initiatives.</p> | <p>Graduate student with knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies.</p> | <p>Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments.</p> | <p>Department of Regional Planning, 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012</p> |

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| 1139 | Medical Affairs Intern | <p>Agency Background: The Los Angeles County Department of Public Health's mission is to protect health, prevent disease, and to promote health and well-being. Projects in the Medical Affairs Program offer a variety of skills and opportunities to assist with creating and/or implementing educational materials (brochures, flyers), websites & graphics, translating, assist with creating and implementing waiting room videos, field testing, customer surveying, assist with webinars, etc.</p> <ul style="list-style-type: none"> • Continuing Medical Education, which oversee the continuing training and education for physicians in the county. Educational topics include Zika, Measles, Pertussis, HIV/ STD, Tuberculosis and many more. Educational formats include live activities, live webinars, and archived webinars. • Physician Credentialing & Outreach, which focuses on Los Angeles County Physician workforce development, including 1) recruitment and retention; 2) assessment and development; and 3) professional practice assurance. • Consumer Protection, which looks at the use of ineffective or unproven health products and services that can cause harm to consumers. Examples include: miracle weight loss products, programs or supplements claiming to cure or reverse diabetes or hypertension, and medical or surgical procedures performed by unlicensed providers. | Possible Major: Include, but not limited to Public Health. <i>Baccaulaurete</i> | Must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information. Basic computer skills are necessary. Interest in health education and/or consumer protection, and research is desirable. Bilingual is desired but not necessary. | <p>Public Health 241 N. Figueroa St, Rm 275 Los Angeles, CA 90012</p> |
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| 1140 | Department of Medical Examiner-Coroner, Services Bureau- MSW Graduate Practicum | <p>Graduate level interns will work under the supervision of the Department of Medical Examiner – Coroner’s senior staff, within the Department’s various areas of responsibility: Forensic Laboratories, Forensic Medicine, Investigations/Operations and Public Services. The Department of Medical Examiner-Coroner is mandated by law to inquire into and determine the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County, including all homicides, suicides, accidental deaths, and natural deaths where the decedent has not seen a physician within 20 days prior to death. Interns will receive an Informational and Safety Orientation on the first day of the course. They will be able to assist grieving families with referrals to other agencies for some medical or social service needs – including, but not limited to, possible burial or cremation assistance/resources. Interns may also provide assistance in locating counseling and application forms for crime victims’ compensation. Also, they may provide sources of help, compassion and understanding for people who have lost a loved one. Interns will be involved in the following activities in above listed areas:</p> <p>Rotations through each section in small groups; familiarization and observation by focusing on different aspects in each division, including but not limited to:</p> <ol style="list-style-type: none"> 1. Investigations/Operations: <ol style="list-style-type: none"> a. Meet with Coroner’s Investigators (Operations) staff and observe their work in the office. b. Accompany Investigators on field visits (observe, assess and report on behaviors and practices). c. Spend time with Medical Examiner-Coroner’s investigators in the field dealing with the public (observe, assess and report on behaviors and practices –must be kept confidential {C}) <p>Provide support if appropriate in crisis situations (e.g., in the field when dealing with family members, preventing family members to enter and contaminate a potential crime scene, assist with deescalating situations with family members in the home or bystanders on the streets where a suspicious death has occurred.</p> | | <p>Must have own transportation. Students must be aware of the nature of the Department of Medical Examiner – Coroner’s work. Must understand the stages of grief and have good problem solving skills. Clear understanding of cognitive behavioral therapy, and understanding of teaching pro-social skills. Strong oral and written communication skills.</p> | <p>Los Angeles County, Department of Medical Examiner-Coroner Various settings throughout Department of Medical Examiner-Coroner, Los Angeles County</p> |
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- d. Assist with notifications to legal next of kin/family members.
 - e. Participation in Department Seminars, Tours and Employees' Educational Trainings.
 - f. Assess, analyze and report on the stress levels of each position and report to Executive Management. {C}.
 - g. Provide case management assistance, which may include providing updates to next of kin (NOK) or family members on case status, and assisting families in referrals for funeral arrangements.
 - h. Assist with challenging calls, providing support or resources when needed to the caller.
2. Forensic Laboratories:
- a. Observe Criminalists in the laboratory environment.
 - b. Meet with the evidence section employees and observe their work.
 - c. Meet with Criminalists and Tool Mark section staff and observe.
- Provide support if appropriate in crisis situations (e.g., in the field when dealing with family members, preventing family members to enter and contaminate a potential crime scene, assist with deescalating situations with family members in the home or bystanders on the streets where a suspicious death has occurred.
- d. Assess, analyze and report on the stress levels of each position and report to Executive Management. {C}.
 - e. Observe criminalists in a courtroom environment if appropriate.
3. Public Services Division
- a. Meet with Property Section employees and observe their work.
 - b. Learn how the Department keeps records, including archiving.
 - c. Learn how we deal with the public (observe, assess and report on behaviors and practices).
 - d. Intervene in crisis situations, may include supporting grieving loved ones.
 - e. Assess, analyze and report on the stress levels of each position and report to Executive Management. {C}.

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| | | <p>f. Assist families in referrals for/securing funeral arrangements and assist with case management.</p> <p>g. Hold regular peer support meetings as needed for those who have lost a loved one to substance abuse or addiction, to violence, or who have lost a baby either through stillbirth or early infant death.</p> <p>h. Provide support for families after the death of a child of any age, or who have lost a loved one to violence.</p> <p>i. Distribute user-friendly bereavement education materials for grieving children and teens that visit the office and directing them to services that provide grief support to children ages 6-18 who have experienced the death of someone close.</p> <p>4. Forensic Medicine</p> <p>a. Meet with Deputy Medical Examiners and other employees and observe their work.</p> <p>b. Observe an autopsy (optional).</p> <p>c. Discuss unique cases with physicians.</p> <p>d. Attend Forensic Science Seminars on Wednesdays.</p> <p>e. Assess, analyze and report on the stress levels of each position and report to Executive Management.</p> <p>f. Observe deputy medical examiners in a courtroom environment if appropriate.</p> | | | |
| 1141 | WDACS Staff Development Intern | <p>An intern is needed to assist WDACS with the planning, implementation, delivery and evaluation of department-wide training programs and curricula.</p> <p>Tasks Include: Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files.</p> | Behavioral or Social Sciences majors. | Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills. | Workforce Development, Aging and Community Services (WDACS) 3175 W. Sixth St., Room 404, Los Angeles, CA 90020 |

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| | | <p>Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs.</p> <p>Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue.</p> <p>Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service.</p> <p>Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability.</p> <p>Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures.</p> <p>Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum.</p> | | | |
| 1142 | Produce Quality Internship | Assists Agricultural Weights and Measures Inspectors with inspections of agricultural products for compliance with State laws and regulations pertaining to produce quality and plant quarantine. Travels with and assists various inspectors complete routine assignments. During the month of June, will be assigned to intern in the Metro District Office and during the month of July, will be assigned to intern in the Produce Quality Group on a county wide basis. | Must have junior, senior, or graduate level status at a partnered college/university. | N/A | Agricultural Comm/Weights and Measures ACWM Headquarters, 11012 Garfield Ave, South Gate, CA 90280. Various internship locations throughout the County of Los Angeles. |

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| 1145 | Parks After Dark (PAD) Strategy - Evaluation, community engagement, program development. | Parks After Dark (PAD) keeps county parks open during summer weekend evenings in disadvantaged communities with high rates of crime and obesity. PAD take place at 21 parks throughout the County and is led by the County Department of Parks and Recreation (Parks) and is a collaborative effort that includes the Sheriff's Department, Public Health (DPH), Probation Department, Office of Child Protection, and many other county and community agencies. The intern will work closely with DPH's PAD lead in the Injury & Violence Prevention Program, and assist with evaluation activities, and developing and coordinating innovative health and social service programming at the parks. The intern should have experience with qualitative and quantitative research methods and fieldwork, and/or community engagement and program development. Duties include, but are not restricted to: Work directly with the Initiative's Coordinator and Lead Evaluator to advance the many identified strategies and efforts of the Initiative. Attend PAD planning meetings both at county offices during business hours, and in the community during evenings and weekends, to learn about the program, interface with stakeholders, take meeting minutes and deliver presentations as needed. Attend PAD events (if assigned during the summer) at parks throughout the county, on weekend evenings, to observe programs, coordinate data collection activities, and assist with programming. Assist project lead and evaluator with collection and analysis of project evaluation data, writing evaluation reports, and developing presentations and materials. Assist project lead with teen club research projects, using Community Based Participatory Research methods, including working with youth to plan and conduct research, and develop projects. Assist with researching literature regarding similar programs, to identify best practices. | Intern should be a <u>graduate-level student</u> majoring in a social science such as public health, sociology, psychology, etc. Intern must be reliable and detail-oriented and be willing to work within communities with high rates of economic hardship and violence. While Parks After Dark is safe, and law enforcement are present, applicants must be comfortable working in parks in high crime communities during the evening. Parks After Dark provides opportunities for a wide range of experience, education, and skills. These include health education, community engagement, working with different kinds of stakeholders including youth and adult community members, community organizations, and government agencies, conducting quantitative and qualitative research, and developing reports and presentations. Knowledge of and interest in community engagement, public health, violence prevention and/or social determinants of health is preferred. Applicants must be organized and detail oriented. | Analyzing different types of data, including survey data, health data, and crime data, interview and focus group data, and summarizing data for different audiences. Prioritizing work among a wide variety of responsibilities and tasks. Ability to diplomatically and professionally engage community members and county department and community based organization staff, and reconcile disparate points of view. Experience developing or implementing surveys, working with community members to conduct research, statistical analyses, GIS mapping, theming qualitative data, or data entry. Experience using software like Microsoft Excel, Access, PowerPoint, and ArcMap. Intern must have strong oral and written communication skills and be able to communicate effectively with program staff and community partners. Intern should be versed in the use of Microsoft Office Suite, including Word, Excel, PowerPoint, etc.). Ability to concisely summarize research literature and data analyses. | Department of Public Health Office location: 695 S Vermont, Los Angeles, CA 90005 Community Locations: Within various neighborhoods throughout Los Angeles County. |
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| 1149 | Community and Senior Centers, Needs Assessment | <p>To gain experience through the County of Los Angeles, Workforce Development, Aging and Community Services, (WDACS), Community and Senior Centers Division by participating in the development of a needs assessment for one of 14 Centers dependent on interns proximity to the nearest Center.</p> <p>The Los Angeles County WDACS/Community and Senior Centers has sites throughout the County. Each center is unique and reflects the multi-ethnic communities served. The centers provide both direct services to community residents, a broad range of services to older adults and function as "brokers of human services" for the numerous community-based and governmental organizations that operate from the centers. A multi-faceted needs assessment must be conducted for each Center in the County of Los Angeles under the purview of WDACS in order to ensure that they continue to provide relevant community services. This needs assessment will answer the "who, what, and why" around which services will be continue to be offered or identify the need to establish new services. The central areas of interest should include, but are not limited to identifying:</p> <ul style="list-style-type: none"> a) target populations b) the types and extent of existing and potential needs of local residents including older adults in LA County c) barriers and challenges experienced by local residents and older adults in accessing services in LA County d) the services and resources existing within the local area surrounding the Center that are available for addressing those needs e) identify priority of services | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. | <p>Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p> | <p>Workforce Development, Aging and Community Services (WDACS)</p> <p>Any one of the fourteen Centers under purview of WDACS</p> |
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Tasks and duties may include:

Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes.

Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.

Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.

Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.

Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).

Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating

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| | | <p>In meetings, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities.</p> <p>Monitor programs by gathering and analyzing relevant information in order to ensure that programs are proceeding as intended.</p> <p>Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.</p> <p>Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.</p> | | | |
| 1150 | Video Production Intern | <p>The Fire Department, Video Unit, is seeking an intern to assist in production of promotional videos, instructional training videos and public service announcements. The intern will be exposed to field shoots performing grip work and assisting with camera equipment. When in the studio, intern will perform basic camera and equipment maintenance. Under expert supervision, the intern will assist with editing, to include basic cataloging, digital filing, and manipulating media. In addition to assisting with video production, the intern will also perform general administrative tasks, as assigned, similar to that of a student worker.</p> | <p>Current undergraduate (B.A., B.F.A), or graduate level university (M.F.A) student in Film/Media/Video Production, or related major. Prefer intern with experience shooting with digital video cameras. Editing experience with Final Cut Pro, After Effects, Compressor. Experience with lighting sets for video projects, as well as some green screen knowledge. Still photography experience. Must be analytical and detailed oriented, a self-starter with the ability to prioritize competing projects. Must possess excellent communication skills, both verbally and written. Intern should have working knowledge of film editing, filmmaking techniques, and the ability to analyze long hours of video to edit down to concise videos.</p> | | <p>Fire Department 1320 N. Eastern Avenue, Los Angeles, CA 90063- Video Unit</p> |

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| 1151 | Health Outreach Program- Health Coverage Educator | <p>The goal of the Health Outreach program is to increase health care access for eligible students 0-18 years and families in Los Angeles County through Medi-Cal and Covered California, as well as other free or low-cost health coverage programs. Once families are enrolled, we help with maintaining eligibility and coverage, knowing how to use health benefits and what rights and responsibilities come with these benefits.</p> <p>Duties include: Under the supervision of the Program Coordinator, the Health Coverage Educator Intern will conduct outreach and education activities in Los Angeles County School Districts regarding Medi-Cal, Covered California, Child Health and Prevention Disability, Medi-Cal Access Program and My Health LA, as well as how to enroll into these and other ability-to pay County health programs. Outreach and education activities will include conducting presentations to parents, teen parents, teachers and other school staff in a group setting or one on one at school or community sponsored events. Ability to provide information to families by telephone. Preliminary screens potential eligible clients for a health coverage program and refers client for application enrollment assistance by a HOP partner. Ability to navigate the Covered California Website, Health Outreach Program Website, Covered California Health Plan Systems and other websites pertaining to health coverage enrollment, utilization and retention. Maintaining presentation, attendance logs and updating schedule of current events and outcomes.</p> <p>Participates in trainings, webinars and meetings to maintain current knowledge of the health coverage programs and resources available.</p> <p>*Must provide LACOE proof of TB Clearance, finger print clearance (processed at LACOE), and complete Mandated Reporter Training. “</p> | <p>Must currently be a student in an accredited Baccalaureate program of study with specialization in Public Health, Public Health Education, Community Health Education, or equivalent. Adept in the use of Microsoft Word, Excel and Power Point; Good oral communication skills; Ability to work with diverse populations; Spanish required.</p> | | <p>Los Angeles County Office of Education 12830 Columbia Way, Education Center West Downey, CA 90242</p> |
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| 1152 | <p>Health Outreach Program Health Coverage Grant Research and Development Intern</p> | <p>The goal of the Health Outreach program is to increase health care access for eligible students 0-18 years and families in Los Angeles County through Medi-Cal and Covered California, as well as other free or low-cost health coverage programs. Once families are enrolled, we help with maintaining eligibility and coverage, knowing how to use health benefits and what rights and responsibilities come with these benefits.</p> <p>Duties include: Under the supervision of the Program Coordinator, the Health Coverage Grant Research and Development Intern, will research and compile data related to local, state, federal and private potential private funding sources for health coverage enrollment, utilization, retention and navigation and develop standardized language, data and statistics for grant applications.</p> <ul style="list-style-type: none"> • Research health coverage education resources, publications, websites and reports for latest developments and information in the field • Research and compile data on Los Angeles County school districts in relation to Health Coverage enrollment, utilization, retention and navigation • Research and compile data on legislative representatives endorsing health coverage expansion, enrollment, utilization and navigation • Develop language, data and statistics for grant applications • Limited travel to community meetings focused on health coverage relating to project. <p>*Must provide LACOE proof of TB Clearance, finger print clearance (processed at LACOE), and complete Mandated Reporter Training. “</p> | <p>Must currently be a student in a baccalaureate accredited program of study with specialization in Public Health, Public Health Education, Community Health Education, or equivalent. Adept in the use of Microsoft Word, Excel and Power Point; Good communication, organizational skills and the ability to write; Detail oriented; Ability to analyze and synthesize data; College level written and oral communication skills.</p> | | <p>Los Angeles County Office of Education 12830 Columbia Way, Education Center West Downey, CA 90242</p> |
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| 1153 | Community Health Education & Health Promotion Service Planning Area's (SPA's) 3&4 | Duties include directly assisting with: assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services. The Health Education intern is placed within the Health Education Unit of Service Planning Areas (SPA) 3&4. | Must currently be a student in an accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications. | Generating or assessing solutions; clarifying or critiquing health education information and materials; generating program ideas for hard-to-reach populations. Excellent oral and written communication skills. Other languages preferred but not required. Knowledge of biostatistics and research design methods. | Public Health SPA 3 Pomona Health Center 750 S. Park Avenue Pomona, CA 91766 or Monrovia Health Center 330 W. Maple Avenue Monrovia, CA 91016 SPA 4 Hollywood Wilshire Health Center 5205 Melrose Avenue Hollywood, CA 90038 or Central Health Center 241 N. Figueroa Street Los Angeles, CA 90012 |
| 1154 | Employee Relations Commission Decisions and Orders Index | The Employee Relations Commission hears matters that involve labor and management including, but not limited to, disagreements pertaining to Mou interpretation, enforcement of policies and rules, issues pertaining to meet and confer, and disciplinary matters. Many of these matters go to hearings and the Hearing Officer decisions are documented. These decisions and orders set a precedent for future Ercom filings and cases. While not binding, they are persuasive. While we currently have more than 100 decisions in hard copy format. We last computerized these decisions in 1999. Both Labor and Management should have the opportunity to review these decisions for purposes of using the material at the hearing they are conducting or possibly settling the matter. These decision need to be summarized, indexed, and memorialized in a computer database. A current law student would be the ideal person to complete this project. | Current Law Student Basic understanding of legal language Ability to use Word and Excel Ability to write cogently to summarize lengthy orders Ability to understand the nature of the case and categorize accordingly Ability to work with minimal supervision | | Board of Supervisors Employee Relations Commission Kenneth Hahn Hall of Administration 500 W. Temple Street, Room 374 Los Angeles, CA 90010 |

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| 1156 | Information Technology | Join the ITS Team at the County of Los Angeles Public Library! The Academic Intern will gain valuable skills and insight into Library IT operations. The student will be part of the support team with many opportunities to engage in testing, research, and development of existing and new products. This project will interact and collaborate with the application and database team as well as the network and systems team to work on current and future IT projects such as virtualization technologies. This is a great learning opportunity for anyone interested in an IT career. | Preferred candidates should be majoring in Computer Science or Computer Information System or related majors. Baccalaureate or Graduate | | Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 |
| 1157 | Education/Tutoring | Join the Public Services team at the County of Los Angeles Public Library! The Academic Intern will assist school-aged children improve their reading skills through systematic reading/tutoring sessions conducted at a community library. Training will be provided in a specific reading curriculum. Intern will administer pre- and post-assessment tests to determine reading levels. She/he will work alongside tutors and train teen volunteers to assist youth in reading practice. | Preferred candidates should be majoring in Education, English, Social Work or Child Development. Baccalaureate or Graduate. | | Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 and various community libraries. |
| 1158 | Digital Projects | Join the Digital Projects team at the County of Los Angeles Public Library! The Academic Intern will assist the Digital Projects Coordinator by scanning archival material, creating and manipulating digital images and documents, writing descriptions for digital materials to prepare them for online access, and organizing materials for long-term digital preservation. | Preferred candidates should be majoring in Humanities, Information Science or related majors. Baccalaureate or Graduate. | | Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 |
| 1160 | GIS and Health Education Internship | The mission of the Vaccine Preventable Disease Control Program (formerly the Immunization Program) is to improve immunization coverage levels & prevent vaccine-preventable diseases. The academic intern will assist with the development of vaccine-preventable disease-specific health education materials within the Vaccine Preventable Disease Control (VPDC) Program Epidemiology Unit and perform a GIS spatial analysis identifying specific geographic locales in LA County that are in need of VPDC targeted outreach efforts | Currently/have studied or had experience with: GIS and health education/promotion. Currently in the process of receiving Master in Public Health (MPH) degree at a partnered college/university. | | Public Health 3530 Wilshire Blvd, Suite 700 Los Angeles, CA, 90010 |

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| 1161 | Assistant Project Coordinator-GRAD | <p>The Training and Organizational Development (T/OD) Unit within Human Resources, seeks an Assistant Project Coordinator Intern to assist with planning, project management. The duties may include one or more of the following: assisting in orientating and reorienting members of the "Technical Support Community (TSC)," numerous training stakeholders at the DHS medical centers and health centers, developing marketing strategies and tools, coordinating special events, developing, revising, and editing staff education materials, and assisting with drafting annual education and training reports based on resulting data.</p> <p>The T/OD Unit of the Department of Health Services (DHS) is an administrative office that oversees compliance to training for the 20,000 plus workforce members within DHS. DHS is the largest of the 37 County Departments. The Unit collaborates with the TSC to schedule and manage mandatory training including Sexual Harassment Prevention, County Policy of Equity, Diversity, Legal Exposure Reduction, Americans with Disabilities Act, Employment Discrimination Prevention, and other such offerings. The Unit generates biweekly compliance reports that reflect compliance to these trainings and disseminates it to HR Managers. T/OD also manages the Learning Net (LNET), the County's learning management system, and assists with troubleshooting system or other issues for the DHS workforce in concert with the Help Desk. Finally, T/OD has expertise in converting instructor-led training into electronic or web-based training, video production, and editing.</p> | <p>Must currently be a student in a Master's degree accredited program of study with specialization in Organizational Psychology, Learning Development, Marketing, Business Administration, Public Administration, or Health Education/Community Health Education.</p> <p>Interested graduate students should possess: excellent project management tools and strategies, written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; building evaluation tools, and analyzing data.</p> <p>Business administration, project management, education, communication/technical writing/information design, marketing, advertising, database development, statistics/measurement, research methods, Adobe Illustrator, Microsoft Office Suite (Access, PowerPoint, Word, and Excel). Experience with Captivate or GoAnimate software is also desirable.</p> | <p>Ability to interpret quantitative statistical analysis and develop evaluation reports. Project Management and Facilitation skills are highly desirable.</p> <p>The ideal candidate will possess strong</p> <ul style="list-style-type: none"> • Project management skills • analytical and problem-solving skills with the ability to quickly grasp new information, act upon it, and present a workable solution or finished deliverable • written and oral communication skills to present ideas and concepts in a clear, comprehensive yet concise, easily understandable, and professional manner • interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments • research skills to compile information in useful formats and derive relevant findings on a range of topics by conducting primary and secondary research • Microsoft Access, PowerPoint, Word, and Excel skills | <p>Department of Health Services Training and Organizational Development 5555 Ferguson Drive Commerce, CA 90022</p> |
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| 1163 | Countywide Sustainability Plan | <p>The Chief Sustainability Office (CSO) is looking for a creative individual enthusiastic about regional sustainability to help develop the Los Angeles Countywide Sustainability Plan. This internship will require assisting the Chief Sustainability Office to implement an innovative stakeholder engagement process to inform the Countywide Sustainability Plan and may include other duties assigned.</p> <p>The County of Los Angeles is currently developing an actionable and ambitious Countywide Sustainability Plan. The plan will inform County action and serve as a template for local governments within the county looking for targets, goals, data, and the strategies for sustainability issues.</p> <p>Intern will identify and research best practices related to local government sustainability. Intern may participate in drafting reports, assisting with developing PowerPoint presentations, web site content, public meetings, and social media content. Other duties may include assisting the CSO with other special projects, event preparation and follow-up, taking notes at meetings, supporting policy efforts by tracking relevant local and statewide policies, and other related activities.</p> | Preferred coursework: Introduction to Sustainability, Urban Sustainability, or other cross-disciplinary introduction course to sustainability | <p>Interested candidates should possess the following skills and qualities:</p> <ul style="list-style-type: none"> • Good understanding of and interest in sustainability, especially in the local government and/or regional context • Basic research skills and report writing • Ability to generate or assess solutions. • Possess effective oral and written communication skills. • Work effectively in team settings • Analytical, resourceful, self-motivated and able to interpret complex assignments | <p>Chief Executive Office - Chief Sustainability Office Kenneth Hahn Hall of Administration, 222 N. Grand Avenue, Los Angeles, CA 90012</p> |
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