

## **Shiawassee County Health Department**

### **Public Health Intern**

#### **General**

Under the supervision of the Director/Supervisor of Personal and Community Health, the Intern performs a variety of tasks in support of various programs within the Personal and Community Health division. Duties include maintaining databases and other resources, updating department brochures and flyers, general office work, participating in relevant program meetings, gathering and summarizing requested data, updating department and State databases, observing clinics, and attending community outreach events.

#### **Essential Functions**

1. Observes professional meetings and trainings.
2. Assists with routine workplan requirements.
3. Conducts many of the organizational duties for the Back-to-School Health Fair, including soliciting vendors, ordering supplies, creating promotional materials, and promoting the event throughout the community.
4. Assists staff with developing materials for Health Department programs.
5. Constructs and maintains databases for surveys and other clinical data. Enters new data and produces various reports as requested.
6. Attends community outreach events to promote Health Department programs.
7. Performs general office tasks to support department programs.
8. Assists staff with Department social media.

#### **Requirements**

1. Excellent customer service skills.
2. Ability to manage details with a high rate of accuracy.
3. Strong follow up and problem resolution skills.
4. Excellent verbal and written communication.
5. Ability to gather information from various resources.
6. Ability to work effectively with staff, and the community.
7. Discretion and confidentiality are essential attributes.

#### **Other**

1. Performs other duties as assigned.
2. Must adhere to departmental standards regarding HIPAA and other privacy issues.

### **Physical Requirements**

1. Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
2. Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.

### **Working Conditions**

1. The work environment is a typical office setting where sensory experience includes uneven temperatures, conversational noise and everyday office activities.
2. May be required to work outdoors during special events during various types of weather conditions.

**Education:** One year of college.