

## *Applying for an Internship with HHD*

The Houston Health Department uses an on-line application to track our internship applications.

For more information and to create a user profile, please visit:

<http://www.houstontx.gov/health/internship-application-o>

Once you have registered with the site you will be able to upload your cover letter and resume for consideration.



It is our goal that your internship is a fulfilling experience. HHD offers internships in several of our programs but the availability will differ depending on our program needs.



Our mission is to work in partnership with the community to promote and protect the health and social well-being of all Houstonians

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## The Houston Health Department



The Houston Department seeks to use innovative methods to meet the community's present and future needs. Our mission is to work in partnership with the community to promote and protect the health and social well-being of all Houstonians.



## Why Intern?

Internships are a proven way to gain relevant knowledge, skills, and experience while establishing important connections in the field. Internships are also a way to get your feet wet and find out if a specific field is something you could see yourself doing as a full-time job. Internships may be completed during fall or spring semester or full time over the course of the summer. Unpaid internships may be easier to get but may also pose problems if making money is necessary, especially during the summer. The problem is there are many who cannot afford to work for nothing so that they are forced into doing menial jobs such as wait staff or bartending in order to work their way through college. This may preclude some from doing an internship which may really be a detriment when hoping to get a full-time job.

## FREQUENTLY ASKED QUESTIONS

### **Q: How long are internships for?**

Full-time and part-time internships are available throughout the year. Specific dates and times are arranged directly with an intern's supervisor.

### **Q: How can I get more information on the current internships available with the Health Department?**

Please visit:

<http://www.houstontx.gov/health/Internship>

### **Q: How many hours a week will my internship be?**

Specific dates and times are arranged directly with the interns supervisor.

### **Q: What are the responsibilities of the Health Department intern?**

Interns perform a variety of functions that are important to the departments success. Such functions include:

- Providing research topics
- Creating resource list for outreach
- Writing materials for policy development and change
- Participating in public health training
- Join staff in community outreach
- Assisting in monitoring air and water quality and other activities

### **Q: Can I get credit for my class?**

Yes, an intern will work with their supervisor to provide the necessary documentation for school.

### **Q: What are the qualifications to be an intern?**

Successful interns should have a sincere interest in the type of work done at the Health Department.

They should be able to ask questions, take initiative, be reliable, understand concepts quickly and work well with others.

### **Q: How long does the selection process take?**

If you are selected for an interview, you should be notified within two weeks of applying.

## HDHHS PROGRAMS

### **Public Health, Planning, Monitoring and Public Policy Development**

- Epidemiology
- Community Health Statistics
- Staff Training and Development
- Health Planning
- Public Health Practice

### **Health and Clinic Services**

- HIV/ STD Prevention
- Family Planning
- Immunizations Clinics
- Dental Services
- Health Administration

### **Environmental Health Services**

- The Bureau of Air Quality Control
- Consumer Health Services
- Occupational Health

### **Support Services**

- Health Promotion and Education
- Women, infant and Children (WIC)
- Area Agency on Aging
- Public Health Preparedness