



COUNTY OF SAN MATEO HEALTH SYSTEM

Health Policy & Planning Internship Program

The San Mateo County Health System is seeking a dedicated and hardworking **Epidemiology Intern** to join the Health Policy and Planning (HPP) team, a program within the Public Health, Policy and Planning Division. The HPP Internship Program is designed to provide work opportunities and practical learning experiences in public health, policy, planning, and research, with an emphasis in health equity and place-based primary prevention.

HPP Framework: Primary Prevention & Health Equity

There is a growing recognition that where we live, work, play, and go to school shape our health. HPP focuses on building healthy, equitable communities that prevent people from getting sick in the first place. HPP works to ensure all people have the opportunity for health and wellbeing and seeks to build health equity by addressing the root causes of poor health, such as the social, economic, and physical conditions around us. To achieve this goal, HPP employs expertise in policy, planning, research, equity, epidemiology, communications, and advocacy. HPP has a particular focus on supporting populations with higher rates of preventable health issues and in places with the fewest opportunities for health.

HPP is currently focused on four areas of work:

- 1) Stable and affordable housing: protects health and provides the ability to engage in healthy opportunities.
- 2) Complete neighborhoods: make it easy for residents to be healthy every day in their own communities.
- 3) High quality education: creates pathways to better health.
- 4) Strong local economy: builds household financial security for all.

To learn more about HPP's work visit www.getthehealthysmc.org.

Internship Overview: Sociodemographic and Health Impact Analysis

The goal of this project is to understand how the population in San Mateo County has been changing with regards to sociodemographic characteristics and how these trends have impacted health overall. The intern will explore multiple data sources, analyze the datasets, and present findings through maps, charts, and tables. The findings of the project will be used to inform San Mateo County Health System's activities to improve the health status of county residents.

There are multiple data sources the intern will have the opportunity to explore. Data sources may include the Decennial Census and the American Community Survey from the Census Bureau, death

and birth data from the California Department of Public Health, health care use data from the Office of Statewide Health Planning and Development, and the California Health Interview Survey.

Using the previously mentioned data sources, the intern will analyze how sociodemographics and health have changed over time in San Mateo County. Potential variables for analysis include age, sex, race, poverty, income, educational attainment, housing and living conditions, commute and transportation patterns, health outcomes, health behaviors, and health care use. The intern will develop maps, charts, and tables to present the findings.

Specific responsibilities expected of the intern include:

- Conducting literature and internet searches
- Compiling existing data from secondary sources
- Cleaning and analyzing data, both spatial and non-spatial, using Excel, ArcGIS, and/or statistical software
- Developing maps, charts, tables, and other data visualization graphics

The **ideal candidate** will have:

- Strong skills in data collection, cleaning, management, analysis, reporting, and visualization
- Strong skills in geographic information systems (GIS)
- Strong skills in Excel and statistical software (e.g., SAS, SPSS, R, or Stata)
- Background in Epidemiology, Public Health, Planning, Demography, Geography, or related fields
- Understanding of the intersection between place and health; knowledge of principles of equity and how place impacts health equity
- Knowledge of public health, housing, transportation, public education, economic development, and/or environmental issues
- Familiarity with sociodemographic and/or health datasets, such as the ones previously listed
- Real-world work experience demonstrating the previously mentioned skills and knowledge
- Interest and dedication to advancing health and equity demonstrated through work experience and/or personal experience having been adversely affected by health inequities
- Strong communication and people skills
- Strong organization and time management skills and ability to work independently toward excellent work outcomes

Eligibility

- Current graduate level students and recent graduates - up to one year after graduation date – are eligible to apply. You may not be a current San Mateo County employee.
- Successful applicants will demonstrate one or more of the following:
 - You, or a member of your family, have been adversely affected by health inequities related to any of the following: a) endured systemic failures of the social, physical, or

- economic environment; b) live or grew up in a low-income neighborhood, c) are the first in your family to attend higher education, or e) have experienced discrimination due to race, ethnicity or other social or economic situations
- Have a deep passion for addressing health inequities, and have experience working in programs that promote equity (this can be through a multitude of intervention types and variety of locations or organizations)

Internship Term & Pay

This HPP Internship program runs June through August. Reasonable timeframe adjustments can be negotiated. **Interns must commit to working a minimum of 32 hours per week for the Summer Internship.** Graduate students are paid \$18.91 per hour.

How to Apply

Complete and submit an application to HPPinternship@smcgov.org or fax to (650) 573-2116 with the following required attachments:

1. Cover Letter: Please describe your interest in and qualifications for this internship in the cover letter including position you are applying for.
2. Resume
3. Completed application and supplemental questionnaire (see next page)

The **application deadline** for the Summer Internship is **February 29, 2016**.

Only completed applications will be reviewed; please contact us if you do not receive a confirmation we received your application. If selected, you will be invited for an interview. In-person interviews are strongly preferred, but telephone interviews can be arranged if needed.

Questions

Rosa Torpis, Program Coordinator
225 37th Avenue, 1st Floor, San Mateo, CA 94403
Telephone: (650) 573-2462
E-mail: hppinternship@smcgov.org
www.facebook.com/GetHealthySMC
www.twitter.com/GetHealthySMC



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INTERNSHIP APPLICATION FORM

Return to:

HPPinternship@smcgov.org

or fax to (650) 573-2116

To be completed by the student and sent directly to hppinternship@smcgov.org or faxed to (650) 573-2116.
Applications should be submitted as early as possible.

Name			
Address			
Telephone		Email:	
Status (select one):	<input type="checkbox"/> Current Student, What Year (1 st , 2 nd , etc): <input type="checkbox"/> Recent Graduate (up to one year from graduation)		
Educational institution:	College/University:	Major/Minor:	
Availability (month/year)	From:	To:	
What days and hours will you be able to work during the week (Mon – Fri)?			
Is this internship a requirement for the completion of a practicum, degree, or certificate?	Yes: <input type="checkbox"/> Hours required: No: <input type="checkbox"/>		
Additional information, special qualifications and/or school requirements (work-study, community service, etc.)			
How did you hear about the HPP Internship Program	<input type="checkbox"/> Career Services <input type="checkbox"/> Web Search <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other _____		
References	List name and contact information for two references		

REQUIRED SUPPLEMENTAL QUESTIONS

Please limit your answers to **300 words or less** per question.

- 1) Please describe how you meet one or more of the following eligibility criteria:
 - a. You, or a member of your family, have been adversely affected by health inequities related to any of the following: a) systemic failures of the social, physical or economic environment; b) live or grew up in a low-income neighborhood, c) are the first in your family to attend higher education, or e) have experienced discrimination due to race, ethnicity or other social or economic situations.
 - b. Have a deep passion for addressing health inequities, and have experience working in programs that promote equity. This can be through a multitude of intervention types and variety of locations or organizations.

- 2) Please provide an example of a project you worked on that involved analysis of sociodemographic and/or health data. Be specific about a) the data source(s) you used, b) how you analyzed the data and presented findings, and c) project outcomes and impact.