



COUNTY OF SAN MATEO HEALTH SYSTEM

Health Policy & Planning Internship Program

The San Mateo County Health System is seeking a dedicated and hardworking **Healthy Communities Assessment 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.gethealthysmc.org.

Internship Overview: Healthy Communities Policy Assessment

The focus of the internship project will be to conduct an assessment of policies, goals and strategies adopted by cities in San Mateo County to create healthy, equitable communities. A healthy, equitable community is one, which is safe, has a thriving and inclusive economy, high quality education system and offers residents a supportive physical and built environment that make it easier for residents to be healthy in their everyday lives. Local government bodies such as cities through the adoption of laws and policies play an increasingly important role in shaping residents health outcomes – whether it is through polices that increase access to affordable public transportation or housing, interventions to incorporate sidewalks and bike lanes to prevent traffic fatalities or policy efforts to increase household income and build financial security.

The goal of this assessment is to develop a baseline understanding of healthy community policies and strategies adopted and implemented by various cities in San Mateo County and identify gaps and recommend action steps for cities to consider promoting health-improving environments.

Over the summer of 2015, as part of the Healthy Communities Assessment, the HPP Team developed a Safety and Active Transportation (S.A.T.) Policy Assessment Tool. The S.A.T. Assessment was conducted as a pilot project across 2 cities in San Mateo County and was used to gain a baseline understanding of a jurisdiction's approach to create environments that support pedestrian and bicycle safety in their communities.

The Health Policy and Planning Intern will help HPP measure the extent to which cities are utilizing policies and strategies to create healthy, equitable, communities in San Mateo County. As part of this assessment, the intern will help:

- 1) Conduct an assessment of active transportation plans, policies and strategies adopted by 3-5 cities in San Mateo County using the Safety and Active Transportation (S.A.T) Policy Assessment Tool developed by the HPP Team.
- 2) Analyze the data collected and develop tailored 2-4 page S.A.T. Assessment Policy Briefs that include findings and recommendations to share with local jurisdictions.
- 3) Explore and research 1-2 modules to add to the S.A.T. Assessment to expand the scope of the assessment beyond just active transportation. These could include policies and strategies across the following two HPP priority areas:
 - a. Healthy Housing: Stable and affordable housing
 - b. Healthy Economy: Strong local economy and household financial security

The **ideal candidate** will have:

- Background in Public Health, Public Policy, Urban Planning (Land Use/Transportation Planning) or Economic Development.
- Understanding of the intersection between the public health and planning fields and knowledge of principles of health equity and how place impacts health.
- Interest and dedication to advancing health and equity demonstrated through work experience and/or personal experience having been adversely affected by health inequities.
- Strong skills in data collection, data analysis and quantitative and qualitative research.
- Ability to review technical and policy documents/publications, synthesize complex data, and identify recommendations.
- Strong writing skills and experience in writing policy briefs/reports.
- Strong communication and people skills.
- Strong organizations 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 (1st, 2nd, 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 that involved research, data collection, analysis and completion of a final report. Be specific about a) your role in the project and b) the research and data collection methodology used.