

PUBLIC HEALTH DEPARTMENT

Internship Description

**Now accepting
applications for
internships starting in
July 2025**

**Deadline to apply:
May 30, 2025**



Activities & Tasks

Data Collection & Management

Intern may be responsible for the intake of significant data, including collecting survey responses, environmental observations, focus group notes, researching existing sources, etc. Intern may also enter data, identify new data sources, and track data collection.

Data Analysis & Dissemination

Intern may assist in data analysis as needed, including identifying and communicating key findings. Working collaboratively with program staff such as the Epidemiology Unit, the intern may draft reports, develop written or visual presentations, and assist in the dissemination of results to stakeholders, decision-makers, and the general community.

Ideal Candidate:

- Experience working or volunteering in a field related to health, community outreach, communications, or another related area.
- Experience leading/working on a team to complete group projects or host events.
- Comfortable talking with people in a public setting.
- Great attitude and willingness to try new things.
- Self-starter who is comfortable figuring out the best ways to complete tasks.

Design Materials, Messaging, & Social Media

Intern may create written, graphic, or audio materials to convey important messages to specific audiences. These materials may include social media posts, flyers, recruitment materials, print advertisements, infographics, podcasts, short videos, fact sheets, white pages, data visualizations, etc. Intern will work with program staff to ensure that messages employ best practices in health communications, and that they are approved before being published or disseminated.

Outreach & Coalition Building

Intern may participate in a variety of invited community events and local health-focused coalitions. Events and coalition meetings may involve interacting with and/or providing education to the general public, youth, and/or professional partners from local agencies. Interns will represent the Public Health Department with professionalism at all times, and will share any important information or feedback from these events with program staff.

Other Duties

Other duties may be assigned within the realm of entry-level office tasks, including but not limited to filing, archiving, and/or other clerical work.



SUMMARY

The intern(s) will work primarily under the direction of the Program Supervisor, with regular input and task management from other program staff. Interns will work a total of 8-16 hours per week during their internship period, in person at the TCPH office, and may be assigned to a variety of different programs. Regular activities and tasks will vary, but will include a combination of the duties above in order to give the intern an overview of work throughout the Public Health Department.



County of Tuolumne Health & Human Services Agency *Vocational Trainee Internships*

Are you interested in making a difference in your community while gaining valuable work experience?

The Tuolumne County Health and Human Services Agency is seeking interns to join us in our mission to promote the health, safety, and well-being of county residents.

This internship is an exciting opportunity for students and recent graduates interested in careers in health and human services which includes: social work, mental health, public health, veterans affairs, nursing, health education, case management, accounting, administration, and much more! It is ideal for anyone looking to gain office work experience and learn skills in community health in a meaningful setting. As an intern, you'll work alongside dedicated professionals, participate in community outreach, support vital programs, and gain hands-on experience in improving the lives of those in Tuolumne County. If you're interested in learning, contributing, and being part of a supportive team making a lasting impact, we encourage you to apply!

Mission

Our mission is to support and empower our community by providing quality health and human services.

Vision

Tuolumne County is a resilient, inclusive, and thriving community.

Values

Adaptability Commitment Excellence
Integrity Kindness Teamwork



About HHSA

The Health & Human Services Agency (HHSA) is an umbrella agency comprised of four major departments, Behavioral Health, Social Services, Public Health, and Veteran's Services. HHSA is the largest agency in the County and with more than 200 employees, represents over 30% of all County staff.

HHSA operates many divisions and programs with one singular purpose - to provide services that encourage self-respect and self-reliance with regard for the preservation of safe and stable family life.

Learn more about Tuolumne County HHSA:

HHSA Website



<https://www.tuolumnecounty.ca.gov/219/Health-Human-Services>

Public Health Facebook



<https://www.facebook.com/tuolumnecountypublichealth/>

Behavioral Health Facebook



<https://www.facebook.com/tuolumnebehavioralhealth/>

Social Services Website



<https://www.tuolumnecounty.ca.gov/277/Social-Services>

Do what you love, love what you do.



County of Tuolumne Health & Human Services Agency *Vocational Trainee Internships*

Who Are We Looking For:

- Students from various majors: Public Health, Social Work, Psychology, Sociology, Communications, Graphic Design, Nursing, Health Education, Business Administration, Accounting, and more.
- Individuals passionate about improving the health of communities and families in Tuolumne County.
- Strong problem-solving skills, adaptability, and a desire to work as part of a team.
- A commitment to public service and a positive attitude toward learning and helping others.

Why Intern With Us?

- Gain practical experience working alongside professionals in diverse fields.
- Build your resume with valuable skills and experiences.
- Explore a wide range of career paths in health and human services.
- Make a real impact in the community.

Possible Career Paths

- Grant Project Manager
- Health Educator
- Community Health Worker
- Fiscal Technician / Accounting
- Business & Office Managers
- Social Worker
- Public Health Nurse
- Behavioral Health Worker
- Peer Counselor
- Epidemiologist
- Registered Nurse
- Housing Coordinator
- Mental Health Counselor
- Data & Program Analysts
- Case Manager
- Dietitian
- Communications Specialist
- Program Manager
- Administration
- Youth and Family Services Specialist
- Health Policy Analyst
- Community Outreach Coordinator
- EMS Analyst

Other Details:

- **Application Dates:** rolling dates. See Career Services for more information.
- **Salary Range:** hourly at \$16.00 - \$19.25
- **Flexible Schedule:** 1-3 days a week, up to 8-32 hours per week.

Questions?

- **Contact Columbia College Career & Job Placement Services:** 209-588-5273
- **Email:**
HHSInternships@co.tuolumne.ca.us

