



Williamson County and Cities Health District Public Health Internship (Spring 2021)

Type: Unpaid Internship

Division: Epidemiology and Emergency Preparedness (EEP)

Reports: EPR Team Lead/MRC Coordinator

Location: Round Rock – Williamson County, TX

- Purpose: Williamson County and Cities Health District (WCCHD) seeks an individual to support the Emergency Preparedness Program and Medical Reserve Corps (MRC). This individual will be responsible for helping to build and maintain an inventory system to assist with managing inventory, compiling, and incorporating information from the after-action review (AAR) into a final report and supporting all other emergency response activities. In addition, this individual will review and propose edits to policies and procedures related to emergency preparedness and response. Finally, this individual will also be responsible for assisting the MRC coordinator with administrative duties as they pertain to managing the volunteer on-boarding process.

Core Responsibilities:

- Assist with the building and maintenance of the inventory system at WCCHD
- Compile and incorporate AAR information into a final report
- Present findings to the EPR Team Lead
- Support the MRC Coordinator with various tasks
- Review and propose edits to EPR policies and procedures
- Take ICS courses 100, 200.C, and 700.B within 60 days of hire
- Maintain HIPAA compliance and take necessary HIPAA trainings to meeting confidentiality requirements

Required Skills:

- Student working toward a Bachelor's or Master's degree in public health, emergency management, or a related field
- Minimum of 3.0 GPA
- Basic knowledge of ICS
- Experience using Microsoft Office Suite (experience with Excel preferred)
- Strong verbal and written communication skills
- Self-motivated and can work under minimal supervision
- Works well independently and as part of a team

Notice: The internship description in no way states or implies that these are the only duties to be performed by the person occupying this position. Management has the right to assign or reassign duties and responsibilities at any time.

To Apply:

Submit resume, cover letter and WCCHD internship application to: jay.rimel@wilco.org.