



INTERNSHIP PROGRAM

Public Health Internship Description (Spring 2021)

Type: Unpaid Internship

Division: Immunization Advocacy

Reports to: ImmTrac Specialists

Location: Round Rock – Williamson County, TX (currently virtual due to COVID-19)

Purpose: Williamson County and Cities Health District (WCCHD) seeks individuals who will work closely with the Immunization Advocacy team to assist with Texas Immunization Registry (ImmTrac2) duties, including vaccination assessments and virtual outreach and training to increase the proper use of ImmTrac2. Assistance with COVID-19 response efforts, particularly surrounding proper vaccination documentation, may be required as well.

About Immunization Advocacy: Immunization Advocacy strives to increase county vaccination rates and decrease vaccine preventable disease throughout Williamson County through programming, education, and promotional efforts.

To accomplish our mission, we facilitate public access to vaccines and assess and improve vaccine statewide registry use. Additionally, we provide vaccination and immunization education to healthcare professionals, school and daycare personnel, first responders, and community members.

Core Responsibilities:

- Audits
 - Support for childcare and school site vaccination record audits
 - Provide trainings for schools and daycares not in compliance with state vaccine requirements
- Virtual Outreach
 - Email outreach to past audit sites, providers, and childcare facilities
 - Support social media campaign development efforts
- COVID Response
 - ImmTrac2 data entry & analysis
 - Assist in developing PowerPoints for ImmTrac2 education and training purposes
- Other vaccination or COVID-related duties, depending on WCCHD needs and intern interests



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Required Skills:

- Student working towards a Bachelors or Master's degree in public health, health education, or a related field.
- Minimum GPA: 3.0
- Basic knowledge of vaccine preventable disease and vaccination schedules
- Basic knowledge of planning, organizing and coordination virtual trainings or events
- Ability to gather, assemble and analyze data to devise solutions to problems
- Strong customer service skills
- Strong verbal and written communication skills – strong attention to detail
- Works well independently and as part of a team
- Experience using Microsoft Office Suite
- Reliable transportation

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 for this position, please submit resume, cover letter, and internship application to:
Elizabeth Cobb (elizabeth.cobb@wilco.org)

Williamson County and Cities Health District
Immunization Advocacy Division
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www.wcchd.org