



# Elkhorn Logan Valley Public Health Department

## INTERNSHIP OPPORTUNITY

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**Mission Statement:**

The Elkhorn Logan Valley Public Health Department (ELVPHD) is dedicated to promoting and improving the health of the residents of their four-county area—Burt, Cuming, Stanton, and Madison Counties. We work with local partners to develop and implement a Community Health Improvement Plan and to provide other public health programs and services that are mandated by Nebraska state statutes.

Recent and current activities and projects include: pursuit of Public Health Accreditation through the Public Health Accreditation Board (PHAB), Worksite Wellness Promotion, Emergency Planning & Preparedness, Disease Investigation and Health Surveillance, CPR and First Aid Class Instruction, Vaccination Clinics, Chronic Disease Prevention (Diabetes, Hypertension, and Cardiovascular Disease), Dental Programs for Childcare Centers and Preschools, Veterans Outreach Programs, Fall-Prevention classes for seniors, Substance Abuse Prevention, and Environmental Health.

**Priority Areas:**

Based on our most recent community health needs assessment, the following health improvement priorities were chosen by community partners and public health stakeholders: 1). Obesity; 2). Access to Care; 3). Prevention; and 4). Standard Motor Vehicular Safety.

**Eligibility:**

Internship opportunities are available for students majoring or interested in fields such as (but not limited to): Office Management, Medical Billing and Coding, Marketing and/or Graphic Design, Public Health, Health Promotion & Management, Health Administration, Communications, Exercise Science, Data Management, Education, Sociology, Biology, Nursing, Medicine, Public Policy, or Spanish.

**Areas of Focus:**

Our goal for the ELVPHD intern training program is for students to gain a foundation and basic knowledge of Public Health. Students will also gain understanding of the functions and services that are offered by ELVPHD. Internship opportunities may include, but are not limited to, activities and projects in the following areas:

**Health/Wellness/Safety Education**

Interns will work closely with the Health Educators to develop, implement, and evaluate programs that promote healthy lifestyles among the residents in the four-county District. Topics could include: worksite wellness, healthy lifestyles classes, fall prevention classes, oral health education, substance abuse prevention, mental health, motor vehicle safety issues (such as distracted driving, seat belts, child safety seats, etc.) and more. Educational events may target a range of ages from elementary children to older adults. Potential projects may include, but are not limited to, developing physical activity or nutrition programs, health education presentations or health promotion videos, health literacy projects, brochures or other resources, or program evaluation tools and surveys.

**Public Health Environmental Risk and Emergency Preparedness**

Interns will work closely with the Emergency Response Coordinator on public health emergency preparedness and environmental risk activities. Potential projects may include assisting with emergency exercise planning and implementation, helping with the updating of various emergency plans, recruitment of volunteers, developing public education programs in the area of emergency preparedness, and updating emergency contact databases.

**Chronic Disease Prevention**

Interns will work closely with program staff to implement strategies geared at chronic disease prevention. Such prevention efforts may include diabetes prevention, obesity prevention, and cardiovascular disease prevention. Potential projects may include working with ELVPHD team to identify and promote community physical activity, assisting in implementing healthy vending policies in communities, schools and workplaces, education regarding the reduction of consumption of processed foods, and family-based health tips to promote healthy lifestyles for the whole family.

**Disease Control & Prevention and Health Surveillance**

Interns will work closely with the Public Health Nurses on day-to-day communicable disease surveillance activities or with implementation of the immunization program activities. Activities may include assisting with reporting hospital illness admissions and school surveillance program. Other potential projects may include working with, or preparing, health-literate disease fact sheets, developing public education programs, developing and conducting surveys, and data management and statistical analyses.

**Cancer Prevention**

Interns will work closely with ELVPHD health educators on prevention activities for breast, colon, lung, cervical and skin cancer. Potential projects may include developing educational videos, presentations, or other educational materials to promote cancer prevention and screening; or assisting with planning and preparation for cancer screening promotional events. Opportunities for attendance at health fairs and other public events representing ELVPHD may present.

**Environmental Health**

Interns will work closely with ELVPHD staff to design and implement environmental risk projects involving smoke-free environments; radon screening and education, and water safety; responding to community concern calls regarding environmental nuisances, such as bedbugs, restaurant complaints, mold, etc., developing public education programs in the area of environmental risk and mitigation options; and West Nile Virus/Zika Virus education and mosquito trapping activities.

**Access to Care**

Interns will work with selected ELVPHD staff on enhancing and expanding access to care initiatives for ELVPHD. Activities may include participation in advocacy/legislative activities that promote access to care; design and implementation of programs aimed to increase dental, medical and behavioral health access, as well as activities that promote public health careers.

**Marketing**

Marketing is an overarching strategic focus for ELVPHD. Marketing interns are encouraged to apply and will be utilized to provide input and feedback regarding existing marketing activities at ELVPHD, design and implement new marketing strategies, including the graphic design of marketing materials, website, etc. Utilizing traditional media, social media, and other creative and innovative marketing ideas will be encouraged.

**Minority Health Education**

Interns will work closely with the Minority Health Educators on writing and designing educational programs and tools directly targeting ethnic minority populations (Hispanic, Native American and Burmese). Potential projects may include developing informational resources and health education presentations to provide to minority populations. For all of the other areas of focus named above, ELVPHD would support minority components of all activities.

**Miscellaneous**

Other candidates interested in the following areas are encouraged to apply:

- development of grant proposals/grant writing,
- data and statistics,
- medical billing and coding,
- computer information technology,
- public policy, and
- communications.

**In Addition:** All intern positions will also have opportunities to work with and/or observe the Health Director and/or Assistant Health Director, Office Manager/Accreditation Coordinator, Data and Insurance Billing Coordinator, Quality Improvement/Performance Management Coordinators, Fiscal Manager, and Administrative Assistant in order to gain knowledge about additional ELVPHD operational functions.

- Expectations:** Students are expected to follow conditions of employment at ELVPHD and meet expectations placed on them during the orientation, where intern and supervisor will develop a work plan. This work plan will include the project descriptions and expectations, hours on project, and a timeline to meet established benchmarks of the project(s).
- Work Schedule:** Work schedules will be determined by the assigned supervisor with ELVPHD and the student. Minimum hour requirements will be determined based on number of credit hours expected.
- Compensation:** Internships offered by ELVPHD are unpaid. We will work with the student and his/her school to assist the individual in receiving college credit. Internships may be arranged for one or more semesters. ELVPHD offers many opportunities to increase your knowledge of public health, as well as foster personal development. This will not only benefit your growth at our department, but will provide an opportunity to build skills that will impact your future career opportunities.
- Submission:** If an internship offered by Elkhorn Logan Valley Public Health Department appeals to you, contact Career Services at your institution or contact ELVPHD directly. To be considered for an internship, students will be required to submit an application and resume.
- Flexibility:** ELVPHD operates a main office location in Wisner, NE, and also has two satellite office options in Norfolk, NE and Tekamah, NE. Based upon student location, ELVPHD is flexible in terms of location of work; however, on rare occasion, ELVPHD may consider a remote working arrangement with the student on a limited number of activities/projects and decides this on a case-by-case basis.
- Questions?** Tracy Benjes, Office Manager, ELVPHD  
402-529-2233 or [tracy@elvphd.org](mailto:tracy@elvphd.org)



# APPLICATION FOR INTERNSHIP

## Elkhorn Logan Valley Public Health Department

Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Anticipated Date of Graduation: \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Date Available to Begin Internship: \_\_\_/\_\_\_/\_\_\_ Number of Hours Available Per Week: \_\_\_\_\_

What is your career goal? \_\_\_\_\_

\_\_\_\_\_

How will this internship help you reach your career goal? \_\_\_\_\_

\_\_\_\_\_

Describe the qualities that make you a candidate for this internship: \_\_\_\_\_

\_\_\_\_\_

I am most interested in (please rank with 1= most interest and 10=least interest):

- \_\_\_\_\_ Health/Wellness/Safety Education
- \_\_\_\_\_ Public Health Environmental Risk and Emergency Preparedness
- \_\_\_\_\_ Chronic Disease Prevention
- \_\_\_\_\_ Disease Control & Prevention and Health Surveillance
- \_\_\_\_\_ Cancer Prevention
- \_\_\_\_\_ Environmental Health (Please note that work in this area is seasonal, so only a limited number of hours may be available.)
- \_\_\_\_\_ Access to Care
- \_\_\_\_\_ Marketing
- \_\_\_\_\_ Minority Health Education
- \_\_\_\_\_ Miscellaneous

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return completed application and a copy of your resume to ELVPHD via email or mail.