IDPH Internship Project Description

Organization Information

Name of Organization: Iowa Dept. of Public Health

Type of Organization: State Public Health Dept.

Street Address: 321 E. 12th Street

City, State, Zip Code: Des Moines, IA 50319

County: Polk

Preceptor Contact Information

Name: Sonni Vierling

Title: State Coordinator, 1st Five

Bureau: Family Health

Phone: (515) 281-8284

Fax: (515) 242-6013

Email: sonni.vierling@idph.iowa.gov

Position Title: (job title) 1st Five Healthy Mental Development (1st Five) Intern

Brief Description of Project:

Implement strategies and work plan for 1st Five, an Iowa Dept. of Public Health initiative that builds partnerships between physician practices and public service providers to enhance high-quality well-child care, focusing on young children's social-emotional development.

Responsibilities (project objectives):

Include several sentences to describe responsibilities/duties of this position. List the objectives to be accomplished during this internship. Identify desired outcome(s), i.e.: product development. This list may be negotiated, depending on the requirements of the students' academic institution.

Intern responsibilities for the 1st Five Healthy Mental Development Initiative include the following:

1. Assist in writing and gathering materials for 1st Five Healthy Mental Development Initiative and related early childhood initiatives.
2. Assist with conducting research activities related to early childhood issues.
3. Assist with providing support and technical assistance to local demonstration sites.
4. Assist in completing federal annual performance reports.
5. Assist in the planning and coordinating of the 1st Five Project Consortium meetings and other related trainings.
6. Assist in developing educational materials and newsletter articles on how parents and providers can support healthy mental development in young children.
7. Prepare materials for conferences and other meetings; prepare and distribute agendas and meeting minutes for selected department and stakeholder meetings
8. Participate in grant writing activities and grant reviews.
9. Assist with updating and maintaining selected websites.
10. Performs related duties as assigned.

Specify any skills needed/required for this project:

- Excellent writing skills.
- Excellent computer skills, especially with Microsoft Word, Excel, and PowerPoint.
- Excellent communication skills (written and oral).

Internship Start Date: __1__ (month) _2013_ (year)

Internship End Date: __8__ (month) __2013__ (year)

Application Deadline: open until filled

Project identified for an:

__X_ Undergraduate student (senior status)

__X_ Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover Letter	☒ Yes	☐ No
Resume	☒ Yes	☐ No
Writing Sample	☒ Yes	☐ No
IDOP Application Required, if paid	☒ Yes	☐ No (submit with required letter to DAS/HRE)
IDPH Application completed and on file:	☒ Yes	☐ No (submit to Internship Coordinator at IDPH)

Interview Information (IDPH preceptor decision)

Advance Interview Questions	☐ Yes	☒ No
Essay to Submit Prior to Interview	☐ Yes	☒ No
Phone Interview	☐ Yes	☒ No
Interview at IDPH	☒ Yes	☐ No

Term(s) of experience

Average hours/week desired: 24

Compensation:	☒ Yes	☐ No	Salary: $ 13.05
Benefits:	☐ Yes	☒ No	
Mileage Reimbursement:	☒ Yes	☐ No	For purposes of: project-related travel
On-site:	☒ Yes	☐ No	
Off-site:	☐ Yes	☒ No	
Computer provided:	☒ Yes	☐ No	