

Community Health Needs Assessment (CHNA) Intern

Compensation Funding Available

Location Hybrid

Job Type Internship

Department Office of Community Empowerment

Grade Level Undergraduate or Graduate
(Masters)

Position Summary

The CHNA intern will support a critical component of the 2023 community health needs assessment through leading the coordination, collection, and evaluation of paper survey data. The CHNA survey provides crucial insights into community wellbeing that direct public health improvement planning and serves as an essential piece of accreditation. The survey will be launched from March-May 2023 and will be provided on both a virtual and paper format. The CHNA intern will ensure paper copies are distributed to and collected from partners, responses are input accurately, and data is constantly monitored to support improvements in data collection. This position will work with the CHNA team including members from OCE, Epidemiology, and Communications – as well as external community partners.

Internship Goals

Goal 1. The intern will develop a plan for distributing paper surveys in the community, including:

- Developing and maintaining a database of partners who require paper copies, including their addresses, languages needed, quantity distributed and received, etc.
- Designing training for partners to ensure completion of paper surveys and to manage additional features (such as participant contact information, resources pages, incentives, etc.)
- Coordinate printing, delivery, and resupply of paper surveys to partners

Goal 2. The intern will collect data from paper surveys, including:

- Regularly picking up completed paper surveys from partners
- Entering paper survey data into online platform
- Facilitating translation of non-English surveys with translation service
- As needed, attending events in the community to support conducting paper surveys where participants may need extra assistance

Goal 3. The intern will monitor and evaluate the paper survey platform, including:

- Designing a framework to evaluate the efficacy and accessibility of the paper survey platform and distribution
- Continuously monitoring trends in paper surveys, such as completion rate, participant demographics, region, etc.
- Providing regular updates to CHNA survey team regarding trends and any issues
- Presenting results of the evaluation to the CHNA team, including recommendations for future data collection

Internship Deliverables

As an intern, you will create:

1. A database of partners for paper survey distribution
2. Training materials for partner paper survey data collection
3. Framework to evaluate paper survey
4. Weekly or bi-weekly reports on paper survey trends
5. Final evaluation report and/or presentation of paper survey process and outcomes

MCDPH Overview

The Maricopa County Department of Public Health, the 3rd largest health jurisdiction in the U.S., lives by our mission to protect and promote the health and well-being of all of our residents.

We focus on health equity and a data-driven approach to our work. We value our staff's unique skills and differences, as well as the varied experiences and disciplines we represent. We come together to reach our vision of creating a healthy, safe, and thriving community.

Preceptor & Office Information

Annie Daymude, MPH

Community Health Impact Analyst
Office of Community Empowerment (OCE)
CHNA/Synapse Team

OCE hosts community-facing programs, including the health disparities grant, community health needs assessment (CHNA) team, the community health improvement partnership team, and the public health liaisons. The CHNA team works internally within public health, as well as with community partners across the county to spearhead the CHNA every three years.

OCE Vision: All individuals are empowered to strengthen and transform the community for optimal health.

OCE Mission: Foster partnership, provide leadership and create community synergy to support people and safe places to live, work and play.

Hours & Compensation

Funding is available for this position. The intern will be expected to work **10-16 hours a week**, with a maximum of 25 hours per week. The intern will **need to be available for regular work week scheduled hours as well as to attend events on weekends/evenings.** The position will be **hybrid**, with some work in-office, some telework, and a majority of the work in the community at events or meeting with partners.

Intern Requirements

Language Requirements.

- Proficiency in English; Spanish Recommended

Desired Areas of Study.

- Health Data Management
- Public Health
- Global Health
- Epidemiology
- Health Behavior
- Environmental Science

Desired Skills.

- Community Engagement
- Data Collection & Analysis
- Evaluation
- Needs Assessment

Additional Requirements.

- Intern must live in or nearby Maricopa County
- Intern must be responsible, self-starter, flexible
- Intern must have strong communication skills

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.