POSITION: Intern
Department: Maternal Child Health

Position Overview: The intern will gain real-life on-the-job experience, learn from public health professionals, and contribute to the health and well-being of the community in which you serve. The intern will gain exposure to several Columbus Public Health programs to gain a more comprehensive understanding of public health as a whole.

Duties and Responsibilities:
• Make follow up calls to families who’ve received cribs.
• Regularly access the 311 Service Request website to register callers for safe sleep classes.
• Input information in the CPH Cribs for Kids online database.
• Assist with crib distribution through classes and 1:1 education.
• Research grief resources in Franklin County and update the Franklin County Grief Resource Guide.
• Assist in abstracting interviews for Case Review Team.
• Complete the monthly condolence mailing to bereaved families.
• Gather documents from the Office of Vital Statistics needed for both FIMR and CFR.
• Enter backlogged cases into the National Child Death Review Case Reporting System
• Assist CFR Coordinator to prepare binders for and take minutes at CFR and SUID meetings.
• Other duties as assigned.

Qualifications:
• Near completion of undergraduate degree, preferred, in community health education, public health, education, health promotion or closely related field of study.
• Ability to commit 10-12 hours per week.
• Ability to communicate effectively in writing and orally, both in person and by telephone.
• Bilingual (a plus).

Those interested in the position should contact Nikki Jenkins at CPH by Friday, September 23. Her email address is NLJenkins@columbus.gov

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