

NOTICE OF JOB OPPORTUNITY

VOLUNTEER – UNPAID

Bureau of Maternal, Infant, Child and Adolescent Health (MICAH)

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities, and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply. Our office has a long track record of preparing interns to move into successful careers and immediately contribute in their subsequent work.

The Maternal, Infant, Child and Adolescent Health Bureau (MICAH) of CDPH is seeking volunteers with an interest in maternal, infant, child or adolescent health. The MICAH Bureau oversees population health activities and direct services related to the wellbeing of women, infants, children, adolescents and families. The Bureau includes three main Divisions: Nursing and Support Services, Nutrition Services, and Child & Adolescent Health. Signature programs include:

- Public Health Nurse Home Visiting: Nurse home visiting services for infants, mothers and families;
- Women, Infants, Children (WIC): Supplemental nutrition for mothers and children 0-5 years of age;
- School-Based Oral Health & School-Based Vision: Comprehensive preventive care for children in Chicago Public Schools; and
- Chicago Healthy Adolescents and Teens Program (CHAT): Onsite sexual health education, optional and confidential chlamydia and gonorrhea screening, one-on-one meetings with a health educator, and linkage to care services.

Additionally, the Bureau's staff is committed to the integration of population health into its work including trauma-informed care, positive parenting and partner involvement.

DUTIES: MICAH is seeking students to work as unpaid interns or for school credit, assisting with various duties as assigned depending on the program. Applicants will need strong written and oral communication skills. Ability to work in a fast-paced office environment, manage multiple shifting priorities, self-motivation, creativity and a positive attitude are a must. Assigned duties are specific to current operational needs, but potential duties may include:

- Entering, compiling and analyzing quantitative and qualitative data and incorporating findings into reports;
- Researching policy best practices and implications in other state and local governments;
- Identifying, tracking, analyzing and summarizing policy and legislation;
- Attending internal meetings;
- Representing the Department through official communications and meetings with external entities;
- Assisting in the design and marketing of program materials and assets for social media, web and e-communications;
- Assisting in clinical duties of nursing staff (a clinical agreement must be in place between CDPH and the applicant's educational institution)

- Assisting in operational duties of WIC/nutrition staff
- Assisting in program duties of school-based initiatives;
- Performing additional functions to support off-site events, including festivals, health fairs, in-school programming, and other events, including preparing for and attending such events;
- Performing various administrative functions to support program activities and projects;
- Performing related duties as required.

NOTE: Writing sample will be required at time of application. This is a temporary, unpaid position. Hours will vary based on academic and program requirements.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID

CLOSING DATE: Open until further notice.

EDUCATIONAL REQUIREMENTS: Enrollment in a Bachelor's Degree program or higher at an accredited college or university. Preference will be given for individuals enrolled in a public health or medical program, or related field.

INSTRUCTIONS: For consideration, interested candidates MUST E-MAIL, as a packet, the following: cover letter, resume, and writing sample to the program directors listed below with the following subject line: **"MICAH Intern Application - [program/category name]":**

- For adolescent sexual health-related opportunities, contact:
 - Sarah Parchem, Program Director, sarah.parchem@cityofchicago.org
- For public health nursing opportunities, contact:
 - Jessica Wilkerson, Director of Program Operations, Nursing Support Services, jessica.wilkerson@cityofchicago.org
- For WIC/nutrition opportunities, contact:
 - JoAnn Peso, Director of Nutrition Services, joann.peso@cityofchicago.org
- For school-based vision program opportunities, contact:
 - Berenice Tow, Program Director, berenice.tow@cityofchicago.org
- For school-based oral health program opportunities, contact:
 - Mary Pat Burgess, Program Director, marypat.burgess@cityofchicago.org
- For medical students and physician trainees, contact:
 - Jennifer Seo, Medical Director, jennifer.seo@cityofchicago.org
- For general maternal, infant, child and adolescent health opportunities, contact:
 - Sara Moffitt, Assistant Commissioner, sara.moffitt@cityofchicago.org

NOTE: Only complete applications with the all the required documentation will be considered.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY

AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer