

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Olympia WA Date: 4/16/15  
City State  
Agency: Thurston County Public Health & Social Services Dept  
Contact: Jennifer Johnson or Jane Mountjoy-Venning  
Address: 412 Lilly Road NE Olympia WA 98506  
Street / PO Box City State / Zip  
Phone: 360-867-2674 Fax: 360-867-2601  
Email: johnsoj@co.thurston.wa.us Website: www.co.thurston.wa.us/health

What semesters is your agency available to accept interns?

- Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

*Monday-Friday, 8:00 am - 5:00 pm. Occasional evenings and weekends required.*

Is office space available to interns?  Yes  No

Comments \_\_\_\_\_

Is a computer available to interns?  Yes  No

Comments \_\_\_\_\_

Does your agency offer paid or non-paid internships? **Non-paid** Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

*Many networking and training opportunities.*

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

*n/a*

List the required skills or previous experience necessary for interning with your agency.

*Study in education, public health, environmental studies, communication, business, or science desired.  
Basic computer and office skills  
Current Washington State Driver's License desired*

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

*Assist with education and community outreach activities focused on environmental health topics.*

- Help staff education booths at community events.*
- Assist with workshops and trainings to promote natural yard care, septic system maintenance, and Healthy Homes.*
- Conduct secret shopper visits to help evaluate retail staff training project.*
- Make community contacts to schedule classroom and community presentations.*
- Assist with classroom and community presentations.*
- Compile evaluation data and report on results.*
- Generate content for Facebook, blog, Twitter and other social media outreach.*
- Work with communication staff to create videos for health department website.*
- Research health & safety recommendations for chemicals of emerging concern.*
- Assist with community assessment around household hazardous materials.*
- Distribute educational materials in retail and community locations. Maintain good relationships with community partners and look for opportunities to expand partnerships.*

List any important information about your agency.

*We are a local health department in an area that includes rural and urban constituents. We are well-respected by the community and other public agencies for our innovative work.*

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

FOR OFFICE USE ONLY: CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_

**Position Title:** Environmental Health Education and Outreach Intern

**Dates:** Fall quarter 2015

**Hours of Work:** Negotiable, 10 – 40 hours per week, occasional evenings & weekends.

**Department/Division/Section:** Thurston County Public Health & Social Services Department, Community Engagement, Evidence, and Partnerships Division, Education and Outreach Section.

**Brief Job Description:** Assist with education and community outreach activities focused on environmental health topics.

- Help staff education booths at community events.
- Assist with workshops and trainings to promote natural yard care, septic system maintenance, and Healthy Homes.
- Conduct secret shopper visits to help evaluate retail staff training project.
- Make community contacts to schedule classroom and community presentations.
- Assist with classroom and community presentations.
- Compile evaluation data and report on results.
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- Work with communication staff to create videos for health department website.
- Research health & safety recommendations for chemicals of emerging concern.
- Assist with community assessment around household hazardous materials.
- Distribute educational materials in retail and community locations. Maintain good relationships with community partners and look for opportunities to expand partnerships.

**Qualifications:**

- Study in education, public health, environmental studies, communication, business, or science desired.
- Basic computer and office skills desired.
- Current Washington State Driver's License desired.