



**Posting date:** 01/2012

## **Tri-County Health Department (TCHD) MPH Practicum Announcement**

**Name of Project/Practicum Experience:** Emergency Preparedness Volunteer Recruitment Practicum

**General Focus:** This practicum will allow student(s) the opportunity to build the Tri-County Health Department (TCHD) volunteer program through active recruitment of volunteers within the TCHD jurisdiction.

**TCHD Division:** Office of Emergency Preparedness (OEP)

**TCHD Office Location of project/practicum experience:** Administration

*Note: All practicums are unpaid, unless otherwise noted.*

**Type of Project/Practicum** (check all that apply):

- Epidemiology/ Biostatistics (projects involving study design, survey development and implementation, data analysis, surveillance of diseases, etc)
- Community/Behavioral Health (projects assessing community health needs and health disparities, health education, health communication and promotion, community health policy issues, planning and evaluation of public health programs/policies/interventions, etc)
- Environmental/Occupation Health (projects involving environmental risk assessments, control of environmental and occupational hazards, understanding regulatory issues and policies related to environmental/occupational health, etc)
- Health Care Systems, Management, Finance and Policy (projects assessing access to health care or utilization of health care, assessment of policy/legal issues related to public health practice or healthcare, etc)
- Emergency Preparedness (writing/updating plans and protocols related to emergency preparedness, building databases/systems/presentations and/or assisting with exercises that further TCHD preparedness, etc)
- Public Health Informatics (application of information and technology to public health practice, research, and learning)
- General Public Health/Other (please specify: Volunteer recruitment for roles outside of Emergency Preparedness (EP)).

### **Project/Practicum timeline and student hours**

Approximate timeframe for project/practicum completion: Flexible

Number of hours per week that student will be expected to work on project/practicum: 10 - 20



Estimate total number of student hours this project/practicum will require: 120 hours for up to 3 students

**Project/Practicum Description:**

The goal of this practicum is to increase the size of the TCHD volunteer program. TCHD has a critical role in the communities of Adams, Arapahoe and Douglas counties. This program is designed to link volunteers with opportunities at TCHD in order to more effectively serve our communities. The volunteer opportunities range from day-to-day support of TCHD functions to specialized response to public health emergencies. Students engaged in this practicum will gain a universal understanding of a local public health agency and the services provided to the public.

Successful recruitment of volunteers will be accomplished through completion of the following objectives:

1. In coordination with the Office of Emergency Preparedness (OEP) and the Office of Human Resources (OHR), develop volunteer recruitment materials.
2. Host a series of volunteer recruitment events in each county.
3. Work with the Colorado Department of Public Health and Environment (CDPHE) to ensure that emergency volunteers are registered with the Colorado Volunteer Mobilizer (CVM)
4. Work with TCHD staff to identify volunteer opportunities for volunteers.
5. Support volunteers throughout the registration process to ensure their future availability.

At the conclusion of this practicum, TCHD will have formalized its volunteer program by finalizing all needed protocols, identifying volunteer opportunities at the agency and increasing the number of volunteers available for utilization by TCHD.

**Student job duties:**

In coordination with OEP and OHR:

1. Develop volunteer-recruitment materials, including the following: (a) volunteer registration form, (b) pamphlet about the TCHD volunteer program, (c) volunteer orientation packet, (d) volunteer contact list, and (e) other documents as identified during the practicum;
2. Host a series of volunteer recruitment events in each county; these events will be designed to encourage enrollment of individuals as TCHD volunteers and describe the volunteer opportunities and organization of the TCHD volunteer program;
3. Work with the CDPHE to ensure that emergency volunteers are registered with the CVM, the CDPHE's database for emergency volunteers; because registration with the CVM requires completion of IS 100 and IS 700, offered by the Federal Emergency Management Agency (FEMA). The student(s) will facilitate completion of that training at volunteer orientations.
4. Work with TCHD staff to identify volunteer opportunities; while many opportunities currently exist, TCHD would like to expand the number of volunteer opportunities available; the student will engage in interviews with representatives from each division at TCHD to identify areas of needed support that could be met through the utilization of volunteers.



5. Support volunteers throughout the registration process to ensure their future availability; this entails providing "customer support" so that the registration process is smooth and the information received from volunteers is complete and accurate.

**Skills required for student to work on this project/practicum** (check all that apply):

- Basic computer skills (email/internet, typing, etc)
- Researching information (searching for and summarizing research articles, evidence-based model practices, etc)
- Writing Skills (creating reports, summaries, presentations, etc)
- Presentation Skills
- Interviewing/ Client-Relations Skills (talking to clients regularly, administering questionnaires, etc)
- Foreign Language Skills. If checked, specify language(s)
- Clinical skills (i.e. giving vaccinations, drawing blood, anthropometrics (height, weight), etc). If checked, specify
- Data or geographic analysis/statistical skills. If checked, specify what types of software packages the student should have experience with (i.e. SAS, GIS, SPSS, etc)
- Other software competence. If checked, specify type of software: Microsoft Excel (required), PowerPoint (required), and Access (preferred)
- Other skills (Please specify)