

<b>Internship Title:</b> Case Management Intern			
<b>Internship Location:</b> 2303 SE Military, San Antonio TX 78223 In Person		<b>Preceptor Name and Title:</b> Shannon Brown, TB Case Manager	
<b>Brief Description</b>			
After an introduction to TCID, tuberculosis, and Hansen’s disease, you will work under the direction of the Nurse TB Case Manager. The intern will work collaboratively with many departments to improve documents, policies, and processes for more efficient, high-impact use.			
<b>Approximate Total Weekly Hours:</b> 15-30 hours negotiable	<b>Paid:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DSHS Division:</b> Regional Local Health Operations	<b>Program:</b> Texas Center for Infectious Disease

**Disciplines of Public Health**

<input checked="" type="checkbox"/> Biostatistics/Data Analytics	<input checked="" type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Health Communication	<input checked="" type="checkbox"/> Program Planning	<input checked="" type="checkbox"/> Health Administration
<input checked="" type="checkbox"/> Environmental Health	<input checked="" type="checkbox"/> Research	<input checked="" type="checkbox"/> Program Evaluation
<input checked="" type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Click or tap here to enter text.	

**Internship Details**

<b>Intern Activities</b>
<ul style="list-style-type: none"> <li>• Assisting on projects: Work closely with case manager and related staff in preparing, evaluating, and implementing client service plans</li> <li>• Researching: Creating special analysis for projects as requested</li> <li>• Learning: Participate in weekly case conferences and staff meetings</li> <li>• Communicating: Interacting with staff from different departments and being sensitive to cultural differences.</li> </ul>
<b>Intern Deliverables</b>
<ul style="list-style-type: none"> <li>• Maintain client records, ensuring all documentation is accurate and up-to-date</li> <li>• Coordinate appointments for clients and work collaboratively with transportation and treatment teams to confirm transportation and client availability</li> <li>• Help clients understand resources available to them within TCID and with external partners</li> <li>• Provide administrative support to case managers, including answering phone calls, scheduling meetings, and preparing reports</li> </ul>

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

### Applicant Qualifications

<b>Required</b>	<b>Skill</b>
	<input checked="" type="checkbox"/> Microsoft Office: <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Bachelors with education in public health or related field
	Any other skills required (soft or technical) Detail-oriented with excellent organizational and analytical skills Ability to work independently and as part of a team
<b>Preferred</b>	<b>Skill</b>
	<input checked="" type="checkbox"/> Microsoft Office: <input checked="" type="checkbox"/> Word <input checked="" type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input checked="" type="checkbox"/> Other software applications
	Academic Level Undergraduate
	Any other skills required (soft or technical) Effective communication skills

### Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> <b>Two letters of recommendation</b> Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks).
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: <a href="#">Click or tap here to enter text.</a>

### Contact Information

**Contact Name and Information**

Name: Craig Gilden  
Credentials: MEd  
Title: Education Coordinator  
Email: internships@dshs.texas.gov