

Volunteer/Intern Assignment Description

Job Title Internship	Department Health and Specialty Care System
Reports To TBD	Location Virtual/Possible in-person Fall 2021

Purpose
The Health and Specialty Care System (HSCS) is a division of Texas Health and Human Services. HSCS seeks a current college or graduate student, who is interested in learning about the State Hospital and State Support Living Center systems while providing a wide range of research, data sourcing, data analysis, administrative and general support.

Educational Requirements
Full-time student in good standing actively pursuing a bachelor's degree or higher at an accredited college or university. For those working toward a bachelor's degree, prospective interns must minimally be classified as a sophomore with a minimum cumulative G.P.A. of 3.0 on a 4.0 scale.

Experience Requirements
Demonstrated ability and experience in computer skills including use and understanding of Microsoft Outlook, Excel, Word, Power Point and Access.

Other Requirements
Other requirements include: Interest in state government, specifically social services, social work or leadership and organizational development. Interest in public healthcare particularly in mental health and care for those with Intellectual and Developmental Disabilities. Effective verbal, written and interpersonal communication skills with an attention to detail. Ability to work independently as well as within a team environment. Frequent professional communication and interaction with internal stakeholders. Ability to work virtually. Effective time management skills. Positive attitude.

Duties
This position will provide an opportunity for the intern to gain experience in and familiarity with areas such as mental healthcare, policy development, communication, project management, data analysis, root cause analysis, community relations, leadership development, business management, and facility operations. Other duties and administrative tasks may be assigned.

Time Requirements
A minimum commitment of 10 hours per week is required. The internship will start at a mutually agreed upon date and may continue further depending on mutual interest and satisfactory performance.

HIPPA Training Required <input checked="" type="radio"/> Yes <input type="radio"/> No	PHI Form Completed (SSLC only) <input type="radio"/> Yes <input type="radio"/> No	Computer Security Required <input checked="" type="radio"/> Yes <input type="radio"/> No
---	---	--

Salesforce Volunteer Database Assignment for Entry Purposes (for SSLC and State Hospital only)
Health and Specialty Care System Internship

Supersedes all previous position descriptions

Date Approved	Approved By	Title
Department	Facility Name	