

 **PUBLIC HEALTH**

 **Douglas Beardsley, MPH**

 **Director**

***Promoting Health. Preventing Harm.***

**CTR Administrative Intern**

Johnson County Public Health offers HIV and Hepatitis-C testing, and Hepatitis-A/B vaccination to individuals at risk for infection with these viruses via our Counseling, Testing, and Referral program. The CTR Intern will assist JCPH staff in administering the CTR program by providing clerical and creative support. The CTR Intern will gain applied experience in administering portions of a CTR program. This internship would serve as an excellent foundation for a career in public health practice.

**Responsibilities will include:**

* Perform data entry and filing duties for the CTR program
* Generate reports based on CTR program data
* Create publicity and outreach materials for the CTR program
* Increase linkages with community and university organizations

**Skills, knowledge, and necessary abilities:**

* Ability to work independently and as part of a health promotion team
* Ability to complete state paperwork and keep detailed and accurate records
* Ability to complete data entry with a focus on efficiency and accuracy
* Ability to network with community organizations and university departments to extend the reach of the program
* Preference given to graduate students in social work, public health, medicine, nursing, counselling, or psychology; however, undergraduate and graduate students from any academic discipline may apply
* Preference given to individuals with experience creating print and/or digital materials

Interested parties should contact the HIV and Hepatitis Health Educator via the contact information provided below. Please include a currently resume, a brief summary of relevant coursework completed and/or relevant work experience, and a brief (approximately 100 word) statement indicating your interest in the position.

**For more information or to express your interest, please contact:**

Nicky Bennett, MPH

HIV and Hepatitis Health Educator

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