

**New Orleans Health Department Internship Program
Internship Opportunity Description
Fall 2025**



Internship Title: Domestic Violence Program Intern (FALL25-04-P)

Position Overview: NOHD's Domestic Violence and Sexual Assault Program:

The New Orleans Health Department (NOHD) Domestic Violence and Sexual Assault Program (DV & SA Program) leads the city's response to domestic violence and sexual assault by coordinating community-based and criminal justice partnerships and programs, providing training & technical assistance, supporting prevention programming for families impacted by violence, and advocating for policies that support survivors. Some efforts include the Advocate Initiated Response (AIR) Program, the Domestic Abuse Fatality Review Team, the Mayor's Domestic Violence Working Group, the New Orleans DV Prevention Committee, and the Sexual Violence Response Advisory Committee. NOHD's DV & SA Program also coordinates domestic violence and sexual assault multi-disciplinary case review teams and additional working groups and task forces.

Internship Overview:

This macro-focused internship will provide graduate level students an opportunity to work with NOHD's DV & SA Program's Domestic Abuse Fatality Review (NODAFR), Advocacy Initiated Response (AIR) Program, and other domestic violence and sexual assault coordination efforts. Through this internship, interns will develop skills in research and report development, program evaluation, data analysis, oral and written communication, and content development.

The ideal candidate will have a working knowledge of public health, the ability to analyze data, communications skills to maintain effective working relationships, strong writing skills, and an organized and detail-oriented work style. The intern must be able to work 10-15 hours a week. Paid interns will be hired at the Civil Service Management Development Assistant classification level with an hourly compensation rate of \$18.88 per hour through CDC funds. This is a hybrid position.

Interested applicants can email their resume and cover letter to Jennifer Hunt, Domestic Violence Projects Specialist, jennifer.hunt@nola.gov.

Intern Supervision:

- Supervisor Name: Jennifer Hunt
- Supervisor Title: Domestic Violence Special Projects Manager
- Supervisor Email: Jennifer.Hunt@nola.gov
- Supervisor Phone: 504-676-4927

Primary Responsibilities:

- Assist program staff in preparing for NODAFR review sessions by submitting records requests,
- reviewing records, inputting data into the Empower Database, developing case summaries, and

New Orleans Health Department Internship Program Internship Opportunity Description



Fall 2025

- updating protocols.
- Assist with domestic violence and sexual assault criminal justice monitoring data analysis projects
- and develop summarization memos as needed.
- Analyze data related to AIR program outcomes and participate in monthly reviews with AIR
- Advocates.

Sample Activities:

- Contribute to the creation of the Domestic Abuse Fatality Review Report published by NOHD annually.
- Aggregate and analyze data related to DV responses and develop a findings presentation for stakeholders.
- Review highlighted AIR cases and provide follow-up to partners as needed.
- Participate in NODAFR, domestic violence, sexual assault, AIR meetings, training, and outreach activities as available.
- Develop and facilitate a DV or SA-related training for NOHD partners.

Sample Reports and Memos:

- • **2021 Domestic Abuse Fatality Review Report:** <https://nola.gov/nola/media/Health-Department/Files/Final-NODAFR-Report-2021.pdf>
- • **Advocate Initiated Response Program Summary:** [https://nola.gov/nola/media/Health-Department/Files/AIR-Pilot-One-pager-\(1\).pdf](https://nola.gov/nola/media/Health-Department/Files/AIR-Pilot-One-pager-(1).pdf)
- • **2022 Strangulation Case Analysis:** <https://nola.gov/nola/media/Health-Department/2022-New-Orleans-Strangulation-Case-Analysis.pdf>

Desired Qualifications:

- Must attend one of the following institutions:
 - Delgado Community College
 - Dillard University
 - Louisiana State University
 - Loyola University New Orleans
 - Southern University of New Orleans
 - Tulane University
 - University of Holy Cross
 - University of New Orleans
 - Xavier University of New Orleans
- In graduate school for public health, social work, or related field
- Detail-oriented with the ability to produce precise, high-quality work
- Experience with qualitative and/or quantitative research
- Interest in domestic violence prevention
- Willingness to research challenging topics
- Experience with Excel and Canva

New Orleans Health Department Internship Program
Internship Opportunity Description
Fall 2025



Position Requirements:

- A minimum of 60 college credit hours must be completed. Supporting documentation such as an official transcript, diploma, or certificate is also required.
- All City of New Orleans applicants must pass a drug and background screening prior to hire, be legally allowed to work in the United States, and able to provide supporting documentation such as a valid passport
- If position is fully remote, interns will be required to submit all documentation in person prior to hire

Compensation:

- Paid interns will be hired at the Civil Service Management Development Assistant classification level with an hourly compensation rate of \$18.88 per hour
- Paid interns cannot work overtime; hours worked will be strictly limited to no more than 15 hours per week
- Positions are limited to a term of 12 consecutive weeks from official start date
- Paid interns hired by the City cannot take another transient appointment within one year of termination
- No benefits will be awarded for this position