

New Orleans Health Department Internship Program
Internship Opportunity Description
Summer 2025



Internship Title: New Orleans HCH Outreach Support Intern (SUM25-01-P)

Position Overview:

The intern will work with the New Orleans HCH team to assist with patient and community education and outreach activities in the New Orleans community with the purpose of making critical linkages to HCH's services. The intern will also conduct formative research for the completion of a 2025 needs assessment. This is an in-person opportunity.

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 at least 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.

Interested applicants can email their resume and cover letter to Jolanda Cockheran, Patient Eligibility and Outreach Coordinator, jlcockheran@nola.gov.

Intern Supervision

- Supervisor Name: Jolanda Cockheran
- Supervisor Title/Program: Patient Eligibility and Outreach Coordinator
- Supervisor Email: jlcockheran@nola.gov
- Supervisor Phone: (504) 658-2865

Primary Responsibilities:

- Collaborate and coordinate with community-based agencies, such as schools, early childhood centers, faith-based, homeless and youth servicing organizations.
- Conduct community outreach weekly to new and existing patients.
- Assist with completing a needs assessment and outreach plan by examining the needs of the population in New Orleans that lack access to adequate health care services.
- Represent HCH at community events and meetings, always promoting a positive public image.

Sample Activities:

- Develop a strategy to complete assessments (needs assessment and patient satisfaction survey).
- Gather information to determine the following:
 - Existing data and research related to New Orleans' homeless population.
 - The community's needs regarding ease of access to a variety of services.
 - The provider's feedback regarding their services.
 - Analyze survey responses and compile data for reporting.
 - Develop presentation of assessment findings and present to HCH staff, board members, and various stakeholder groups.
 - Perform other related duties as assigned.
- Assists with developing goals, objectives, and evaluative methods.

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- Maintain inventory of outreach supplies.
- Assist with grant writing, including but not limited to data research and the development of logic models.

Desired Qualifications:

- Associate or bachelor's degree desired
- Public Health, Sociology, or Social Work experience preferred.
- Working knowledge of public health and ability to analyze data.
- Excellent written and oral communication skills are required.
- Basic knowledge of medical terminology and Microsoft Office Applications (Word, Excel, Power Point, Access, Outlook).
- Ability to work in a culturally diverse, patient-centered atmosphere.

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

Resources Available:

- Workstation- desktop computer or laptop computer
- Office supplies
- Participates in all in-services and trainings to maintain competence. (i.e., CPR, Infection Control, HIPAA, Cyber Security, Employee Health Maintenance, etc.)