Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2011

Organization Name: DeKalb County Board of Health
   Health Assessment & Promotion (HAP)

Address: 445 Winn Way, Decatur, Georgia 30031

Mailing Address (if different):

   Phone: (404) 508-7985
   Fax: (404) 294-3842
   Web site: www.dekalbhealth.net

Internship Supervisor: Alicia Cardwell-Brown
   Community Liaison

Supervisor’s contact information including e-mail.

   Alicia Cardwell-Brown
   Community Liaison
   Office of Chronic Disease Prevention
   DeKalb County Board of Health
   445 Winn Way
   Decatur, Georgia 30030
   Voice: 404.508.7985
   Fax: 404.294.3842
   Email: acardwellbrown@dhr.state.ga.us

Division’s mission statement:
Health Assessment & Promotion’s mission - To monitor and assess the status of health in DeKalb County, and to work in partnership with the community to prevent illness and injury. HAP uses health education tools, best practices, assessment, surveillance and community collaboration to prevent illness and injury and to prepare individuals, organizations and communities to gain mastery over their health and well-being.

Organization’s Mission Statement:
The Mission of the DeKalb County Board of Health:
   • To promote wellness through care, education and example.
   • To empower communities to develop and implement their own wellness strategies.
   • To collaborate with community partners to provide access to quality, affordable and culturally competent healthcare and education.
To create centers of excellence to improve health outcomes.
To build and maintain a committed and well-trained staff.

**Summary of organization’s primary programs and services:**
As a local public health agency headquartered in Decatur, Georgia, the DCBOH provides clinical care, outreach, and case management at five clinics throughout the county which are strategically located in order to ensure all parts of the county have access to the care and services available to the citizens of the community. The Board of Health strives to build healthy communities through population-based assessment, education, and prevention efforts to the diverse clients who live, work, and play in DeKalb County. Many of the programs and services are developed in conjunction with families, schools, communities and other public and private organizations.

**Intern’s title:** Live Healthy DeKalb Coalition Intern

**Number of interns requested by this organization?**
1 - Live healthy DeKalb

**Internship project/job description:**
The Live Healthy DeKalb Coalition is engaged in a county-wide community health assessment called MAPP, Mobilizing for Action through Planning and Partnerships. This community-wide planning tool for improving public health is a method to help communities prioritize public health issues, identify resources for addressing them and take action. MAPP strives to create a healthy community and a better quality of life within DeKalb County, while strengthening community partnerships and shared resources, creating a stronger public health system, forming stronger alliances and community networks, and giving a voice to community concerns around health.

In working toward completing the MAPP process, the Live Healthy DeKalb Coalition is looking for interns that would be able to assist in the daily activities that occur both in and out of the office. Interns will assist with:

- Mapping community assets and assisting with implementation of the MAPP Action Plan
- Helping to expand membership of the coalition and build community partnerships
- Researching health organizations and potential partners in DeKalb County
- Assisting with the rollout of the community action plan
- Participating on one of the MAPP assessment groups
- Coordinating monthly coalition meetings that occur on the first Wednesday of every month
- Developing and revising marketing materials for the Live Healthy DeKalb Coalition
Qualifications:
- Detail oriented
- Interest in project planning and implementation
- Strong interest in community collaboration
- Proficient in writing
- Proficient with Microsoft Office software
- Basic public presentation skills

If there are other requirements for this position, security check, drug screen, immunizations, please note them here:
- Security check
- Finger printing
- DCBOH personnel forms required

Will the internship require that the student have a car?
Not necessarily, however, reliable transportation is a plus.

Is placement site accessible by public transit or other transportation options?
Yes.