WALLA WALLA COUNTY
POSITION DESCRIPTION FORM

JOB TITLE: Frontiers of Innovation Intern

DEPARTMENT: Community Health

REPORTS TO: Division Manager-Clinical Services

PAY GRADE: $14.00 per hour, temporary position less than six (6) months, 20 hours/week, not to exceed 200 hours

JOB SUMMARY: Walla Walla Community Health has an internship opportunity with our Maternal Child Health department in Walla Walla County. The intern would work with Frontiers of Innovation as a comprehensive referral network between provider agencies to ensure families are connected to appropriate support services within the first 1000 days of their child’s life. The Department of Health is a lead partner on the Frontiers of Innovation: First 1000 Days Technical Assistance collaborative, in conjunction with Children’s Resilience Initiative, Walla Walla Clinic, Providence St. Mary’s Medical Center, Children’s Home Society, and Family Medical Center. This Intern would be supervised by the Division Manager-Clinical Services and will work directly with the Maternal Child Health Nurse.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:
- Assist with mapping out appropriate services within Walla Walla County.
- Work with relevant agencies in distributing and evaluating questionnaires for parents of young children.
- Participate in Frontiers of Innovation collaboration meetings.

EXAMPLE OF DUTIES:
- Work with collaborators on map of services for families.
- Create a universal referral and intake questionnaire.
- Other duties as assigned by the Division Manager-Clinical Services

EQUIPMENT TO BE USED: General office equipment including computers, printers, copiers, multi-line phone, fax machine, calculators, and any other office equipment required to perform the functions of the job.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work will be performed both inside and outside of the Community Health Department and within the community at large. Requires manual dexterity and visual acuity to operate personal computer and peripherals. Ability to lift and carry twenty-five (25) pounds. Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:
- Demonstrated interest in education, social work, nursing or related profession.
- Understanding of Adverse Childhood Experiences (ACEs) and application.
- Ability to tolerate environmental conditions such as odors, pets and tobacco smoke.
- Ability to work well with others.
EDUCATION AND EXPERIENCE: Enrolled in an institution of higher education in a bachelor’s or master’s level program.

LICENSES AND OTHER REQUIREMENTS:
- Possess a valid driver’s license.
- Must successfully pass a background check and a driving record check.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

How to Apply:

Send a resume and cover letter to:

Walla Walla Community Health Department
Attn: Laura Norris
PO Box 1753
Walla Walla, WA 99362

Or email: lnorris@co.walla-walla.wa.us