



ALAMEDA COUNTY HEALTH CARE SERVICES
AGENCY

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January 4th, 2020

To: ALL HCSA Departments
From: Jocelyn Freeman-Garrick, MD MS
Subject: 2020 HCSA Career Exploration Program

This is an invitation to all department and divisions of the Health Care Services Agency to participate as mentors in the HCSA Career Exploration Program by offering an internship for youth. The youth that are recruited are ethnically diverse and extremely committed to serving the communities that they are from. Our youth are trained on professionalism and office skills, which includes Microsoft suite, social determinants of health and research, HIPAA, and more. The job readiness curriculum was developed upon significant communication and feedback from previous staff mentors.

The Career Exploration Program is chance for you to make a lasting impact on the lives of youth from the communities we serve. As a mentor, you are also helping to build the next generation of public health professionals. Students are matched with a HCSA professional or team to complete a project (please see attached projects list), or entry-level work assigned by staff. The staff become our students' mentor to guide them during their internship supporting them throughout their time at HCSA.

The Fall Semester internship is 6-8 hours per week for eleven weeks from March 2 –May 31, 2020. Through grant funding, the interns are paid a \$400 stipend and receive class credit for completion of the program. If your department/division is interested, please designate a mentor to provide a project and mentorship for the intern. Please note: The Health Pathway Partnership Unit will assist in supervision of all interns and support mentors every step of the way.

If interested, complete the mentor interest form at the following link: <https://tinyurl.com/HCSAPreceptor> by February 15th, 2020. Mentor trainings will be held on February 13th and 18th from 12:30-2:00PM. The trainings are 90-minutes and provide you with an overview of the internship as well as project development assistance. **The deadline to request an intern is February 15th, 2020.**

If you have questions, please contact HPP Program Manager, Sequoia Hall at (510) 618-2032, (x52032), or sequoia.hall@acgov.org.

Thank you,
Health Pathway Partnership Unit

Career Exploration Program Spring 2020 Timeline

December 1-31 Outreach and recruit students from OUSD health academies

January 20-24 Interview and make selections

February 13 Student-Parent Orientation

February 7 First day of Intern Training

February 13 Preceptor Orientation

February 18 Preceptor Orientation

February 19 Intern-Preceptor Match Day

*Preceptor must be present and/or find a representative from your team (3:00-4:30PM)

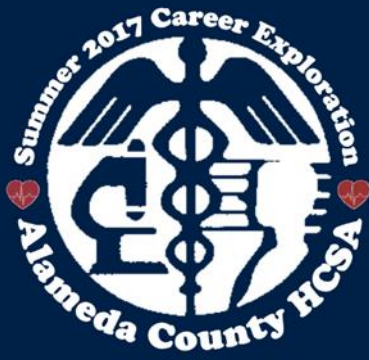
March 6 Last Day of Intern Training

March 9 First Day of Internship with Preceptor

April 15 Field Trip for Interns

May 22 Graduation Ceremony

May 31 Last Day of Work Experience



HCSA Spring Preceptor Sign Up

The Alameda County Health Care Services Agency (HCSA) Career Exploratorium Internship is an immersive program designed to expose **high school students** to the non-clinical side of health careers. Students will gain work experience with YOU at an Alameda County healthcare services agency.

Departments include Public Health, Behavioral Health, and Emergency Medical Services.

Program Duration: March 9-May 31, 2020

Must be able to work a minimum of 6 hours/week!

Program Details:

- Cost to Department: FREE
- Intern Pool: High school students from Oakland health academies and College preparatory schools
- Students provide entry-level work assistance and trained to provide support on community outreach projects

<https://tinyurl.com/HCSAPreceptor>

Sign up By: February 15, 2020

Work Start Date: Week of March 9, 2020

Work End Date: Week of May 25, 2020

Have Questions? E-mail: sequoia.hall@acgov.org or Call: (510) 618-2032

