**Form 1: Internship Description**

**Office of Academic Affairs**  
**DSHS Internships**

<table>
<thead>
<tr>
<th>Internship/Practicum Title</th>
<th>Internship Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Administration and Planning Intern</td>
<td>HHSC Internship</td>
</tr>
</tbody>
</table>

**Preceptor Name and Title:** Heather Pasch

**Brief Description**

Include minimum of 3 learning objectives

Are you looking for internship credit for your university? Do you want to make a difference in the lives of Texans? Are you interested in changing mental health care and/or intellectual disability services for the better? Then checkout Health and Specialty Care System. We provide 24-hour care to people in need of intensive specialized care. We operates 23 residential and inpatient treatment centers across the state. We work to develop state of the art services in modern day treatment settings and help people become as independent as possible. We want you to assist with the development of programs, pilots and policies which directly impact Texas.

This internship can be up to three semesters.

**Learning Objectives:**
- Gain knowledge and experience of administration and oversight of statewide residential and inpatient care for persons with intellectual disabilities or mental health needs.
- Improve communication and outreach skills by producing informational materials geared to diverse stakeholders.
- Hone skills in coalition-building and group facilitation, including collaboration with stakeholders and subject matter experts.

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Year:</th>
<th>Length:</th>
<th>Total Weekly Hours:</th>
<th>Paid:</th>
<th>Travel Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>2020</td>
<td>Full Year (3 semesters)</td>
<td>20</td>
<td>☒ No</td>
<td>☐ Yes</td>
</tr>
</tbody>
</table>

**DSHS Division:**  
HHS Health and Specialty Care Systems

**Program:** System Office

**Region:** Austin

**Internship Location:** 701 W. 51st St

**Population Focus**

Special Populations

**Functional Focus**

- Program administration, planning, development, implementation, and evaluation
- Policy analysis and development
Dimensions of Public Health
- Behavioral Health
- Communicable/Infectious diseases
- Chronic disease
- Oral Health

Internship Details

Intern Activities
What will the intern do during their internship? Use verbs to describe activities.

- Participate in activities related to the statewide management and direct care of people who need 24-hour intensive care.
- Develop legislative initiatives and justification for the upcoming legislative session.
- Collaborate with interagency workgroups and various committees.
- Research and lead discussions on clinical journal articles and leadership development.
- Help design and implement projects related to long-term care planning.
- Analyze program data and present findings on areas of system improvement to internal audiences.

Intern Deliverables (at least one)
What will the intern produce or complete at the end of the internship?

Informational materials to be shared with a wide variety of audiences.
A sustainable educational program for health professionals.

Applicant Qualifications

Required Skill  (check all that apply)  Proficiency  (check one for each app.)

- Microsoft Office:
  - Word
  - Excel
  - PowerPoint

- Academic level and/or degree or field/discipline
Undergraduate or graduate students.

- Other required qualifications (list below)
  - Interest in the legislative process.
  - Ability to work in a fast-paced environment.
  - Interest in creating system change

Preferred Skill  (check all that apply)  Proficiency  (check one for each app.)

- Microsoft Office:
  - Word
  - Excel
  - PowerPoint

- Tableau or similar applications
<table>
<thead>
<tr>
<th>Academic level, degree and/or field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social work, psychology, public administration, public health, human services, or related field</td>
</tr>
</tbody>
</table>

### Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

<table>
<thead>
<tr>
<th>Application</th>
<th>√</th>
<th>Letter of Interest [BR applicants only]</th>
<th>□ Two letters of recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Instructions: 1 letter from current or former supervisor if applicable and/or 1 or both letters from faculty members (in lieu of reference checks).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resume</th>
<th>√</th>
<th>Writing Sample</th>
<th>□ Other documents:</th>
</tr>
</thead>
</table>

### Contact Information

**Name:** Heather Pasch  
**Credentials:** LMSW, CTCM  
**Title:** Policy Advisor  
**Email:** heather.pasch@hhsc.state.tx.us  
**Phone:** 512-534-7204