



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Health Diversity Intern	<b>Job Number</b>	675-HDI-012522
<b>Department Head</b>	Director of Countywide Operations	<b>Date Open</b>	January 25, 2022
<b>Salary Range Minimum</b>	\$14.00 Hourly	<b>Application Deadline</b>	Until Filled

**THIS IS A PART TIME, TEMPORARY POSITION**

**THIS IS A GRANT FUNDED POSITION - CONTINUATION OF THIS POSITION IS CONTINGENT ON CONTINUED FUNDING**

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver - 712 South Stagecoach Trail, Suite 1063, SM, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis

- Requires a High School Diploma or GED.
- Must be a Junior or Senior undergraduate student to apply.
- Must complete any additional training within 30 days of notice.

### Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Must maintain a clear driving history.

### Responsibilities

- Answers incoming calls, greets visitors, and answers inquiries related to the County or specific to the Community Outreach Program, and directs visitors to correct employee or department as necessary.
- Processes incoming and outgoing mail, routes mail to proper recipient.
- Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store, and/or retrieve information as requested or otherwise necessary.
- Establish and maintains files.
- Maintains office supply inventories, ordering, and distributing supplies as necessary.
- Under the direction of the Community Program Manager, will assist in the creation and execution of an overall plan for community outreach and engagement, including raising awareness about the organization, and the development of engagement and partnership pathways for individuals and organizations that align with the Hays County Community Outreach Program mission and vision.
- Regularly analyze the community to identify opportunities to grow the Outreach Program.
- Assists in the creation and distribution of program marketing materials including, but not limited to, flyers, fact sheets, program information reports, statistical reports, and programmatic newsletters to target the intended audience.
- Participate in outreach in the community including, but not limited to, going door to door in neighborhoods, businesses, churches, etc.
- Works directly with the Community Program Manager to ensure an increase in understanding among Hays County citizens regarding available health and social service programs.
- Supports and encourages community health activities that enhance the visibility of the Hays County Local Health Department.
- Assists in planning and attending community outreach events that focus on low-income, underinsured, and marginalized residents of Hays County.
- Must maintain regular and punctual attendance.
- Perform other duties as assigned.

### Summary

Under general direction of the Director of Countywide Operations and the general supervision of the Community Program Manager, the Health Diversity Intern assists in completing administrative tasks and projects in support of the Hays County Local Health Department Community Outreach Program. The Health Diversity Intern will perform a variety of administrative work, gradually increasing in level of difficulty and responsibility as the intern receives on-the-job training related to the operational activities of the Community Outreach Program and the Hays County Local Health Department.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**