

# Health and Medical Intern

<b>Division/Unit:</b> Planning & Preparedness Health and Medical	<b>Supervisor:</b> Christian Laurence
<b>Number of Positions:</b> 2	<b>Preferred Education Level:</b> Undergraduate/Graduate
<b>Background on Project:</b> NYC OEM seeks an intern to assist the Health and Medical Unit with the management and organization of the hospital mapping project, the development of the ESF-8 Shelf Kit, and other ongoing projects. The intern will assist with the development of training and drills for OEM staff and external stakeholders and schedule meetings at local hospitals, nursing homes, adult care facilities, and other health care facilities. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as assigned.	
<b>About Health and Medical:</b> The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event planning, information sharing and partnership building. OEM works closely with NYC Department of Health and FDNY- EMS, in addition to several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's response activities in the Emergency Operations Center.	
<b>Description of Project/Intern Responsibilities:</b> The intern will work with members of the Health and Medical Unit on the following objectives: <ul style="list-style-type: none"><li>• Assist in hospital mapping program development and execution</li><li>• Assist in scheduling and organizing training with external stakeholders</li><li>• To generate a GPS program that can be downloaded to GPS unit</li><li>• Assist in creating new training materials and blackberry notes</li><li>• Working on additional projects to support the Health and Medical Unit</li></ul>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"><li>• Strong attention to detail and organization</li><li>• Strong writing and verbal communication skills</li><li>• Comfortable working with MS Word and Excel</li><li>• Ability to work well independently</li><li>• Strong level of professionalism</li><li>• 15-20 hours a week for one semester</li><li>• Background check required</li><li>• Intern may attend periodic meetings or trainings offsite; usually via public transit or OEM vehicle</li></ul> <p>This is an <b>unpaid</b> summer internship. The 2014 OEM summer internship program is from June 2 – August 15, 2014. All interns are required to pass a background check.</p> <p>For information on NYC OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional OEM internships, go to <a href="http://www.nyc.gov/html/oem/html/about/job.shtml">http://www.nyc.gov/html/oem/html/about/job.shtml</a></p>	
<b>Interested Applicants:</b> E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a>	
<b>Only those candidates under consideration will be contacted.</b>	