



**Job Title:** Community Information Exchange MPH Intern  
**Responsible to:** CIE Manager  
**Locations:** Sioux Falls  
**Internship:** Paid Internship September 2022 – May 2023  
**Responsibilities:** The CIE MPH Intern is responsible for developing and implementing evaluation processes and data integrity for the South Dakota Community Information Exchange. The CIE MPH Intern will be passionate in the areas of Social Determinants of Health and connecting systems of care to improve health outcomes across South Dakota - contributing to the successful development of a statewide closed-loop referral system. The CIE MPH Intern will work with community members, health care, and social service providers to evaluate their interactions with the system, data captured, and the metrics for system improvement. The successful applicant will have a track record of successful coursework related to the internship responsibilities. This position would be ideal for a versatile and dedicated professional who can engage in multiple projects to create conditions for successful systems change.

**Internship Requirements:**

- Current Masters of Public Health program enrollment
- Coursework or experience in program evaluation
- Coursework or experience in qualitative and quantitative research methods
- Strong presenting, communication, and relationship-building skills
- Strong strategic awareness and innovative thinking skills
- Ability to read and interpret documents such as policy and procedure manuals.
- Ability to write literature reviews, case studies, reports, and correspondence.
- Ability to effectively trouble shoot complex issues
- Proficient in Microsoft office programs with an emphasis in excel
- Offers of employment contingent upon acceptable background check

**Personal Qualifications:**

- Enthusiastic, teamwork oriented attitude
- Ability to learn, operate and teach software programs
- Ability to establish and maintain effective working relationships with partner agencies
- Possess excellent listening, organizational, written and verbal communication skills
- Outgoing and comfortable with people

**A. Responsibilities: Design and Implement Metrics, Data Integrity, and Program Evaluation Processes for the Community Information Exchange**

1. Provide planning and implementation of evaluation tools for the community information exchange.
2. Contribute to the design of system metrics to assess and track progress and performance.
3. Contribute to the development of community information exchange research and case studies.
4. Provide training and support to partner agencies on correct software usage and data collection.
5. Provide regular program status updates on success and challenges based on evaluation feedback.
6. Serve as a point of contact for data entry for the coordinated system. Provide data entry as necessary for the project.

**B. Professionalism**

1. Support and carry out the mission of the agency.
2. Develop and maintain close relationships with various constituencies within the community.
3. Be involved with the community at large and appropriate professional organizations.
4. Follow agency policies, including personnel and programmatic.
5. Participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
6. Develop professional and personal growth through opportunities and involvement.

**C. Additional Duties**

1. At times, staff will be required to perform additional duties beyond those specified. Management retains the discretion to add or to change the duties of the position at any time.

**Hours:** Paid Internship: Sept 2022 – May 2023. Office hours, 8 a.m.-5 p.m. or as required.