# Health and Medical Internship

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<th>Division/Unit:</th>
<th>Supervisor:</th>
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<tr>
<td>Planning &amp; Preparedness</td>
<td>Fayola Creft and Amy Huang, Health and Medical</td>
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<td>Health and Medical</td>
<td>Unit</td>
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<tr>
<th>Number of Interns Needed:</th>
<th>Preferred Education Level:</th>
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<tr>
<td>1</td>
<td>Undergraduate/Graduate School Student</td>
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**Background on Project:**
New York City Emergency Management (NYCEM) seeks an intern to assist the Health and Medical Unit with the management and organization of the Healthcare Facility (HCF) Mapping Project to help identify and map critical locations and infrastructure information for HCFs located throughout NYC. The intern will also be supporting the development of the Emergency Support Function (ESF) #8 – Public Health and Medical Services Shelf-Kit. The main focus will be to update and develop tools and documents to support ESF-8 coordinators during activations in the Emergency Operations Center (EOC). Additionally, the intern will assist in several projects that support NYCEM’s capacity to coordinate response to large emergencies and learn from responses of prior incidents.

**About Health and Medical:**
Health and Medical is one of the six units in the Planning and Preparedness Division at NYCEM, which supports the overall agency mission by coordinating with other agencies to plan the City’s response to emergency incidents. The mission of the Health and Medical Unit is to support the resiliency of New York City’s medical infrastructure through emergency incident response planning, information sharing, and partnership building.

**Description of Project/Intern Responsibilities:**
The intern will work closely with the Health and Medical Unit on the following:

- Assist in the development and execution of the 2017 Healthcare Facility Mapping Project
- Revise existing Health and Medical ESF-8 plans, protocols and tools for use during emergency activations
- Synthesize relevant plans into clear lists of objectives for agency representatives, health and medical coordinators for emergency operations, and coordinators from other operations
- Support the Health and Medical Unit on additional projects as needed

**Requirements/Special Skills Needed:**
- Strong attention to detail and organization
- Proficient in MS Word, Excel, and Outlook
- Excellent writing and interpersonal communications skills
- Excellent critical thinking and analytical skills
- Ability to work well individually and in group settings
- Interest in emergency management and public service
- Strong level of professionalism
- Familiarity or previous experience with GIS software/mapping platforms preferred

This is an unpaid internship and the intern will be expected to work 10-20 hours per week for at least one semester.
**Intern Safety:**
Will the intern be required to leave NYCEM’s main building during his/her internship? Yes X No □

The intern will be required to leave NYCEM’s main building during his/her internship for periodic meetings via public transit or NYCEM vehicle with NYCEM driver.

Periodic meetings or trainings offsite; usually public transit, but may occasionally travel via NYCEM vehicle with NYCEM driver.

If “yes”, intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at NYCEM and in the field.

**Interested Applicants:**
E-mail resume and cover letter to: jobs@oem.nyc.gov
Mail to: HR Coordinator  
NYC Office of Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201