



Chinese-American Planning Council

www.cpc-nyc.org

150 Elizabeth Street, New York, New York 10012

2014-15 Public Health Management Internship Openings

Background: The Chinese-American Planning Council (CPC) is a private non-profit social services, education and community development organization working in partnership with government, elected officials, and community-based organizations to implement our mission of serving the Chinese immigrant population with major program activities in Lower Manhattan, and growing programs in Brooklyn and Queens.

1. Nutrition and Public Health

Description: This internship provides an opportunity for a graduate-level person to utilize his/her background in community health and culturally-appropriate meal planning to assist our Food Service program. Our Food Service program provides meals for several of our day care centers in Chinatown. Interns will master the administrative nuts and bolts of our funding source, the NYS Children and Adult Care Food Program (CACFP), monitoring meal quality and formulating nutritious menus for CPC participants in compliance with funding sources' guidelines. This internship is for someone who wants to learn about nonprofit work in NYC and is up for a challenge. It is additionally helpful for the candidate to have some knowledge of Chinese American and other Asian communities and children's health, as well as fluency in Cantonese or Mandarin.

2. Medicaid & HIPAA Compliance and Public Health

Description: Health administration interns will work closely with staff and management to upkeep CPC's Medicaid, HIPAA (Health Insurance Portability and Accountability Act) and general compliance procedures. Responsibilities include any or all of the following: Review basic inter-program auditing procedures; Conduct Medicaid compliance presentations with CPC program staff and conduct a post and pre-test of compliance knowledge; Check CPC's "Exclusion List" monthly and follow up with CPC Compliance Officer; Develop written compliance policies for CPC ; Other administrative assignments as requested by the Director of Operations.

3. Emergency Preparedness and Public Health

Description: This internship gives a qualified candidate hands-on experience in policy-development at a mid-size nonprofit agency by developing and implementing an Emergency Preparedness protocol. This intern will assess needs within our programs, seek to raise the level of CPR and First Aid training, and fire safety, among staff, and organize training programs within the organization. In addition, this intern will collaborate with other community based services in Chinatown/Lower East Side to coordinate emergency contingency planning. This internship is for someone who has some knowledge of Asian or Chinese American communities in NYC. It is also helpful for the candidate to speak Cantonese, Mandarin or Spanish.

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Qualifications: College-level and graduate students. Candidates are asked to verify class standing and/or grade point average. Candidates must possess excellent verbal and written communication skills. Candidates should also be familiar with Microsoft Office. Fluency in Cantonese and/or Mandarin is also helpful but not required.

How to apply: Please send your resume *with a cover letter* including a brief explanation of why you are applying for this internship to the Volunteer & Internship Coordinator at volunteer@cpc-nyc.org (please write "Public Health Management Internship Submission" in the subject line). The VIP Coordinator will only look at *complete* application packages.