



Region IV Public Health Training Center

Region IV Public Health Training Center *Pathways to Practice Scholar* Field Placement Program Alabama – Summer Scholar Position

AGENCY: Aletheia House

POSITION TITLE: Aletheia House Intern

LOCATION: 417 20th Street North Suite 900 Birmingham, AL

AGENCY WEBSITES: www.specialkindofcaring.org

NUMBER OF POSITIONS AVAILABLE: 1 (Summer 2025)

DESIRED START DATES: May 2025

* Interested students should apply as soon as possible. Applications are reviewed and considered in the order they are received. Submit to Elizabeth Kidwell at elkidwell@emory.edu

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line. Please be specific in your email *and* cover letter.

DESCRIPTION:

The following position is offered as a field placement through the Region IV Public Health Training Center (<https://r4phtc.org/>).

Note: This will be a hybrid placement. The placement will primarily be in-person, however there will be opportunity to do some remote work throughout the semester depending on needs and schedules.

The mission at Aletheia House is to provide comprehensive services to vulnerable individuals that increase their opportunities to lead successful lives. The values of the organization include:

- Providing high quality, evidence-based services
- servicing those who are in greatest need regardless of their ability to pay
- Providing services that are accessible to the populations of focus
- Providing services with “a special kind of caring”

Aletheia House is a private, not-for-profit community-based organization that provides the following services to the community: Substance Use Disorder Treatment, Affordable Housing, Employment Services, HIV Services, Healthcare Services, and Substance Use Prevention and Community Wellness services.

We have programs located throughout the state in: Huntsville, Muscle Shoals, Birmingham, Bessemer, Montgomery, Selma, Opelika, and Salem.

POSITION DESCRIPTION:

The student will have the opportunity to conduct work that aligns with both organizational needs and student learning objectives. The student may engage in hands-on prevention services to support our substance use prevention grants, such as facilitating educational sessions or developing community outreach materials. They may also assist with data collection by conducting intake and follow-up

surveys, which are critical for outcomes reporting and program evaluation. Additionally, the student can contribute to data analysis, ensure quality assurance, and prepare detailed reports to inform decision-making and demonstrate program impact. Opportunities to conduct focus groups are also available, allowing the student to gather qualitative data to support needs assessments and drive agency improvements. With a wide range of projects, the student will gain practical experience in public health programming, evaluation, and data-driven decision-making while contributing meaningfully to the agency's mission. The areas these tasks would support primarily include substance use disorder treatment, substance use prevention, healthcare, and HIV services.

PREFERRED QUALIFICATIONS:

- Previous coursework or experience in public health, data analysis, or program evaluation.
- Strong written and verbal communication skills for conducting surveys, focus groups, and preparing reports.
- Experience with or interest in substance use prevention, health education, or community outreach.
- Ability to work both independently and collaboratively in a team environment.
- Strong organizational skills and attention to detail to ensure data quality and task completion.

REQUIRED QUALIFICATIONS:

- Ability to commit to the agreed-upon internship schedule, with flexibility based on agency and student needs.
- Basic proficiency with Microsoft Office Suite, particularly Word, Excel, and PowerPoint.
- Demonstrated professionalism and the ability to maintain confidentiality in handling sensitive information.
- Strong interpersonal skills for engaging with clients, staff, and community stakeholders.
- Interest in gaining practical experience in public health programming, evaluation, and/or prevention services.

THE STUDENT WILL HAVE THE OPPORTUNITY TO ASSIST WITH THE FOLLOWING ACTIVITIES:

1. Data Collection
 - a. Conduct intake and follow-up surveys with program participants to gather quantitative data for outcomes reporting.
 - b. Ensure accuracy and completeness of collected data, maintaining confidentiality and ethical standards.
2. Data Analysis and Reporting
 - a. Perform basic data analysis to identify trends and assess program effectiveness.
 - b. Assist in preparing detailed outcome reports for internal stakeholders and funders.
 - c. Support quality assurance efforts by reviewing data for accuracy and consistency.
3. Prevention Service Delivery
 - a. Assist in planning, organizing, and delivering substance use prevention services, such as educational workshops or community outreach events.
 - b. Develop materials (e.g., flyers, presentations, handouts) to support prevention initiatives.
4. Focus Group Coordination
 - a. Plan and facilitate focus groups with clients, staff, or stakeholders to collect qualitative data for needs assessments.

- b. Analyze focus group findings to generate actionable recommendations for program improvement.
5. Program Evaluation Support
 - a. Assist in developing or refining evaluation tools, such as surveys or logic models, to measure program impact.
 - b. Contribute to drafting evaluation plans and integrating feedback into operational practices.

PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:

1. Program Planning
2. Community Partnership/Engagement
3. Data Analytics/ Assessment/Data- based Decision Making
4. Problem Solving
5. Public Health Science
6. Effective Communication

TRAVEL: Yes *(Student will have the opportunity to travel locally to conduct surveys and/or focus groups.)*

POSITION TYPE: Region IV Public Health Training Center Field Placements (for MPH/MSPH students)

QUALIFICATIONS AND REQUIREMENTS TO APPLY:

Preference will be given to masters or doctoral level public health graduate students. Will also consider undergraduate public health students. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

- Please include a cover letter with the following:
 - The semesters you are applying for (Summer 2025)
 - The title of the position you are applying to
 - Citizenship or permanent resident visa status
- Please include a resume with the following:
 - The name and department of your degree program
 - Year of study
 - Expected graduation date
- Please also include the following with your application:
 - Unofficial Transcript
 - Writing Sample

WORK AUTHORIZATION: U.S. Citizen, Permanent U.S. Resident

Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible to apply for this position, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S.

AWARD LEVEL: \$3,500 award

* Note: Travel costs will not be covered by the program beyond the total \$3,500 award.

APPROXIMATE HOURS PER WEEK & DURATION: Approximately 10-20 hours a week for 12-16 weeks.

**Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree's policies. If this work will also be used as a graduation requirement, the student should verify those requirements and abide by their university policies.*

IMPORTANT INFORMATION: Please read the “*Student Scholar Field Placement Guidebook*” for more details about the Pathways to Practice Scholars Program and requirements. It is located on the Field Placements page of the Region IV PHTC website: <https://r4phtc.org/field-placements/>

HOW TO APPLY

Please submit the required documents following specifications above (**unofficial transcript, writing sample, resume, and cover letter indicating the agency name and citizenship/visa status**) to Elizabeth Kidwell, elkidwell@emory.edu with the subject line “**Summer 2025 Applicant: AL Aletheia House**”

*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY