

**REPORTS TO: BRIZA VIRGEN, HPM II**

**LOCATION: CARSON CITY, NEVADA (VIRTUAL AND/OR HYBRID)**

## COMMUNITY HEALTH NURSING INTERNSHIP

### POSITION SUMMARY

Community Health Nursing (CHN) is seeking a detail-oriented, analytical, and motivated policy researcher/project manager to support our efforts in researching state and federal policies and crafting policy and procedural recommendations.

#### ***Key Projects Include:***

- Researching and analyzing state, federal and Title X regulations.
- Drafting and updating policies and procedures for CHN to follow State, Federal and Title X policies and regulations.

#### ***Essential Position Duties and Responsibilities:***

- Conduct thorough research on state and federal legislation, regulations, and Title X federal program to provide insights and recommendations.
- Analyze proposed and existing policies and procedures for their potential impact, identifying opportunities for improvement.
- Write clear, concise, and well-researched policy and procedures that articulate policy analysis, recommendations, and implications.
- Collaborate with internal teams, including leadership, to develop comprehensive policy and procedures to follow Title X federal regulations.
- Prepare and present policy/procedural drafts and recommendations to leadership.
- Stay current with developments in political, economic, and social trends that may affect public policy at the state and federal levels.

#### ***Knowledge and Skills:***

- Efficiency in Microsoft Office programs;
- Detail-oriented with excellent organizational skills and adherence to deadlines;
- Proven ability to work collaboratively with others;
- Self-motivated and able to work independently;
- Strong drive to learn and develop professional skills;

#### ***Work environment:***

This position may be remote and/or in-person at the Carson City Community Health Nursing Central Office, dependent on the candidate's availability.