

REPORTS TO: TRACY PALMER- HEALTH PROGRAM MANAGER II
LOCATION: CARSON CITY, NEVADA (IN-PERSON)

DATA ANALYSIS- UNDERGRADUATE INTERNSHIP

OFFICE OF DATA MANAGEMENT & COMMITTEE TO REVIEW SUICIDE FATALITIES

POSITION SUMMARY

This internship offers students a hands-on introduction Committee to Review Suicide Fatalities (CRSF) in analyzing trends and informing statewide prevention efforts. Interns will assist with an ADHOC report comparing suicide rates in Southern and Northern Nevada and support review of Psychological Autopsy Assessments for each case. This role offers hands-on experience in public health data analysis, ethical research practices, and collaborative reporting with the Office of Data Management.

Essential Position Duties and Responsibilities:

- Efficiency in Microsoft Office programs;
- Detail-oriented with excellent organizational skills and adherence to deadlines;
- Maintain accurate records and ensure data is correctly categorized and stored
- Ability to multitask and prioritize;
- Self-motivated and able to work independently when necessary;
- Strong drive to learn and develop professional skills;

Knowledge and Skills:

- Learn and understand the purpose and function of DPBH as well as the assigned precepting unit or department.
- Participate in the careful evaluation of complete case reviews to identify contributing factors and potential prevention strategies.
- Basic knowledge of mental health systems, suicide prevention strategies, and public health's role in addressing behavioral health crises.
- Ability to work with qualitative and quantitative data—reading trends, identifying patterns, and supporting basic comparisons across regions.
- Skill in reviewing sensitive case information with precision, ensuring accuracy in reporting and respecting confidentiality.
- Competence in summarizing findings and assisting in drafting or refining report content for diverse stakeholders.
- Understand the importance of handling sensitive data with confidentiality and professionalism, especially in health-related contexts.
- Motivated to take on tasks, ask for clarification, and complete work reliably with minimal supervision.
- Perform additional duties as assigned by the preceptor.

Work environment:

This position is a hybrid role, with responsibilities performed both in-person and remotely. May be required to perform job duties at the office or within the community to conduct tasks such as presentations, program implementation, and networking.