



NYS Public Health Corps (NYSPHC)

Job Description Form

Position Number: Assigned by NYSPHC Fellowship End Date: June 30, 2024

Job Title: Public Health Corps Graduate Fellow

Local Health Department or Host Organization Name: XXXX County Health Department

County Where Position Is Based: XXXX County

Full-Time or Part-Time Position: Full-Time Part-Time _____ hours

Number of Openings for This Specific Position: 1

Work Location: On-Site Remote Hybrid (% On-Site) _____

Salary/Pay Rate: \$56,000

Minimum Qualifications:

Bachelor's degree in a related field and two years of experience in program coordination in a public health, health, or human services related program; OR an Associate's degree in a related field and four years of such experience; OR six years of such experience. A Master's degree in a related field may substitute for one year of experience.

Preferred Qualifications:

A Master's degree in a related field. At least one year of relevant work experience. Experience with program planning and implementation. Proficiency in MS Office 365 (Word, Excel, PowerPoint) in the preparation of documents, reports, slides, presentations, and spreadsheets.

Authorization to Work in the United States Required? Yes No

Visa Sponsorship Available? Yes No

NYSPHC Fellows are required to be fully vaccinated against COVID-19 unless approved for a religious or medical exemption. Applicants must be 18 or older.

Job Description:

This graduate-level position will assist with assessing current and newly proposed open and closed Points of Distribution (POD)/Mass Vaccination Sites (MVS). The Fellow will assist with establishing new or updated agreements with community partners needed. In addition, this position will assist the XXXX County Public Health Emergency Preparedness Coordinator with completing grant deliverables. This Fellow will assist with updating and completing site-specific plans for POD/MVS based on best practices and lessons learned from the COVID-19 Pandemic and guidance provided by NYSDOH. This position will also plan for and conduct a community engagement activity to solicit public input on planned health emergency preparedness strategies; and perform community emergency preparedness educational sessions throughout the county.

All applicants are required to complete a [NYSPHC application](#). Some hiring entities require an additional application. Please complete a second required application listed below.

N/A
