



NYS Public Health Corps (NYSPHC)

Job Description Form

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

Job Title: Public Health Assistant 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: 2

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

Salary/Pay Rate: \$24.99-\$30.11 per hour or \$45,481-\$54,8

Minimum Qualifications:

Bachelor's degree in Public Health, related Social Science or another related field; OR an Associate's degree in a related field and two years of experience in a public health, human services or health related program/organization field; OR four years of such experience.

Preferred Qualifications:

Bachelor's degree in Public Health. 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:

The Public Health Assistant Fellow will be responsible for coordinating and conducting public health detailing/outreach regarding Public Health Services and Programs; Assisting with school and community presentations; Ordering educational materials; Assisting with taking medical and social histories, family histories and related types of clerical work; Performing a variety of administrative tasks involving statistical information, filing, operating office and audio visual equipment, recording; Providing general assistance with office administrative duties; Possible travel to a variety of locations to provide presentations and conduct other work activities; Meeting regularly with the Center/Program Supervisor to plan programs to best satisfy and meet the community's needs for information in health related information; Performing other related duties as required.

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

Search same position on County website and apply: <https://www.XXXcounty.us/jobs.aspx>
