

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PUBLIC HEALTH FELLOW I **GRADE:** 10

TITLE ABBREVIATION: PUB HLTH FEL I **TITLE NO.:** 565430

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: PUBLIC HEALTH

SUPERVISOR'S TITLE: ASSIGNED DIVISION SUPERVISOR/DIVISION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: In accordance with the New York State Public Health Corps Fellowship Program, the work involves responsibility for carrying out tasks necessary to meet the county's public health mission. Incumbents will be assigned to a division within the Orange County Department of Health and will work to support current operations and to increase preparedness for future public health emergencies. NYSPHC Fellows will be concurrently enrolled in Cornell University's Public Health Essentials Certificate Program and other professional learning opportunities. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

WHEN ASSIGNED TO THE DIVISION OF EPIDEMIOLOGY AND PUBLIC HEALTH PLANNING:

Works under the direction of Epidemiologist and/or Director of Epidemiology to maintain, compile, and report statistical data concerning communicable diseases, including COVID-19 throughout the county, including schools, hospitals, health care facilities, state institutions and other county monitored facilities and organizations;

Conducts COVID-19 case-management and/or contact tracing;

Assists with data entry, data cleaning and data analysis for COVID-19 cases;

Updates and creates statistical tables and graphs for the Community Health Assessment and Community Health Improvement Plan;

Assists with the annual Public Health Summit for the Community Health Improvement Plan;

Supports epidemiology division with conducting primary data and secondary analysis and program evaluation;

Assists with epidemiologic surveillance and investigation of arthropod-borne diseases, viral hepatitis and other communicable diseases;

Creates and maintains social media infographics, posts, and educational materials for communicable disease education including COVID-19 and vaccination efforts;

Works with multiple divisions to oversee the Orange County Vaccine Confidence Coalition for COVID-19 and other vaccine preventable diseases including developing educational materials, scheduling and conducting regular meetings with sub-committees, recording meeting minutes, and help foster collaboration among multiple community-based organizations.

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WHEN ASSIGNED TO THE DIVISION OF NURSING:

Works under the direction of a Supervising Public Health Nurse (SPHN), Supervising Public Health Investigator (SPHI) or Public Health Nurse (PHN);

Conducts case and contact investigations of communicable diseases;

Performs data entry for cases of Tuberculosis (TB), communicable diseases, vaccine preventable diseases (VPD) and/or rabies exposures;

Provides education to cases regarding treatment regimens for communicable diseases including but not limited to TB and rabies;

Public health detailing surrounding appropriate screening and treatment of communicable diseases;

Assists in data collection for annual reports;

Assists in the review and development of policies, procedures, and protocols regarding communicable diseases;

Works with scheduling latent TB infection (LTBI) cases for follow up to ensure continuity of care;

Conducts surveys with local healthcare providers regarding difficulties in treatment of LTBI cases and summarizing results for TB Supervisor;

Assists with case management for lost to care LTBI cases;

Works with the STI unit to facilitate the Expedited Partner Therapy Pack Program including assisting with the RFP process, developing the provider training program, and assist in program write up with publishing intent. Fellow will create and maintain database to track orders and delivery documentation;

Works with the STI unit and Community Health Outreach (CHO) division on the Sexual Health Coalition including constructing canned presentations utilizing PowerPoint, communicating with Orange County school personnel regarding program initiatives and scheduling and co-presenting with STI/CHO staff;

Oversees the Hudson Valley Health Coalition activities in conjunction with the VPD program including scheduling meetings, recording and disseminating meeting minutes, composing education materials, and assisting with health outreach in the Town of Palm Tree.

WHEN ASSIGNED TO THE DIVISION OF COMMUNITY HEALTH OUTREACH:

Prepares educational materials, news and radio releases, infographics, materials for social media outlets and other publicity materials dealing with public health educational programs;

Maintains data and prepares reports regarding the status and effectiveness of the public health education program;

Prepares audio-visual aides for training health department staff and for presentation to public groups;

May jointly present public health educational programs to various community agencies, responds to inquiries on public health issues from professionals and the public with supervision;

Assists in the development, administration, and evaluation of the effectiveness of the public health education service in relation to the overall public health program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of public health principles, practices and administration; working knowledge of public health methods of disease detection, prevention and control; working knowledge of Federal, State, and local Laws, codes, and policies concerning social and health problems; working knowledge of public health programs and services related to public nursing, immunization, communicable diseases and prevention; computer skill in the use of standard business applications and databases including spreadsheets, word processing, e-mail, and calendar; ability to design and implement studies for public health issues; ability to gather information, evaluate data and make appropriate inferences; ability to establish and maintain effective working relationships; ability to understand and interpret complex written regulations; ability to communicate effectively both orally and in writing; ability to prepare written reports; tact; initiative; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation (or within one semester of obtaining required degree) from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree (or higher); OR
- (B) Possession of a current New York State registered professional nurses registration at time of application which must be maintained throughout employment; OR
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree, including or supplemented by eighteen (18) credit hours in health science and/or health education; OR
- (D) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a health or human services field.