

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PUBLIC HEALTH FELLOW II **GRADE:** 12

TITLE ABBREVIATION: PUB HLTH FEL II **TITLE NO.:** 565440

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. This class differs from that of a Public Health Fellow I by virtue of the complexity of work being performed and increased level of responsibility. In addition, a Public Health Fellow II may be designated as the local fellowship coordinator. 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.

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.

WHEN ASSIGNED TO BE THE LOCAL FELLOWSHIP COORDINATOR:

Oversees the implementation of the NYSPHC Fellowship Program and coordinate local fellows;

Determines experiential learning outcomes and plan to ensure the development of professional skills for Fellows;

Collaborates with Fellow Supervisors to create a workplan for fellows that will develop their professional skills and reach the desired fellowship outcomes;

Hold Fellows accountable for completing all required trainings and surveys;

Collects and manages all Fellow information and paperwork and provide updates to Fellowship Placement Coordinator on a regular basis;

Becomes familiar with the fellow's progress in the Cornell University's Public Health Essentials Certificate Program;

Checks in with fellows and fellow supervisors regularly to provide guidance, answer questions, problem-solve, and evaluate the experience;

Works with the Regional Fellowship Placement Coordinator to build and oversee the NYSPHC Local Public Health Partnership in order to enhance Fellows' experiences by collaborating with mentors and helping facilitate professional growth opportunities, including technical information about public health priorities;

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Assists in identifying mentors in the county public health network to be a part of the NYSPHC Local Public Health Partnership by supporting fellows with career/education advice, networking, and professional development;

Provides guidance to Fellows looking into pursuing a career or higher education in public health;

Communicates regularly with the Fellowship Placement Coordinator on matters that arise from the implementation or necessary revision of Placement Agreements within the jurisdiction;

Assists OCDOH Nursing, Epidemiology or Community Health Outreach Divisions with COVID-19 related activities as needed.

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:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Health Education, Health Science, Public Health, Health Promotion, Community Health or Health Communications, Biology, Nursing, Medicine, Epidemiology, Dentistry, Pharmacology/Pharmacy, Allied Health, Information Technology, Wellness & Fitness, Nutrition, Mathematics, Public Administration, Public Relations or Marketing, Human Services, Communications, Social Work, Psychology, or any other health-related health degree etc.

ADOPTED: 12/11/21 AT