

Public Health Fellow Tompkins County

Department: Health Department

Classification: Competitive -Pending Jurisdictional Classification

Labor Grade: White Collar Grade 7

Approved: 9/2021

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from (or be within one semester of completing their undergraduate degree) from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, health education, health science, health promotion, community health, health communications, public health, or a closely related field; **OR**

(b) Graduation from (or be within one semester of completing their undergraduate degree) from a regionally accredited or New York State registered two-year college or university with an Associate's degree in health education, health science, health promotion, community health, health communications, public health, or a closely related field.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Public Health Fellow is a temporary position designed to allow persons who have received or are near completion of an undergraduate degree the experience of real-world public health work. Fellows will be interviewed and selected from applications received through the New York State Public Health Corp Fellowship Program and will have the opportunity to work on diverse projects as outlined by the department. Fellows will have the opportunity to be involved in planning, development and implementation of health-related education programs and policy planning. Fellows may be responsible for conducting activities and working directly with individuals and families within traditionally marginalized populations to ensure equitable access to public health resources and services. Fellows may assist individuals and communities to adopt healthy behaviors by assessing community health needs and providing information on available resources, social support, and navigation of resources. Fellows may also be engaged to research and draft plans including emergency plans, community health assessments, preparedness response plans, etc. The position may require interaction with a variety of individuals, organizations, departments, and governments, depending upon project opportunities. The work is completed under the supervision Public Health Fellow Coordinator and the director of the program in which the Fellow is working. The Fellow will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Specific work activities and responsibilities will vary according to the Public Health Fellow's project assignments. Typical duties and projects may include any of the following:
- Program development, analysis and evaluation based on measurable goals and objectives;
- Recommending new or modified policies and procedures;
- Reviews and drafts plans including emergency preparedness, needs assessments, etc.;
- Participates in daily administrative and management operations within a department;
- Data collection, analysis, and evaluation, including qualitative data;
- Creates and disseminates materials to communicate information to the public;
- Implementation of technology;
- Participation in educational opportunities as required.

This list is not exhaustive and is only meant to serve as an example of the type of work a Public Health Fellow may be expected to perform. Actual projects and responsibilities will be determined during or immediately following the hiring process.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Because of the diverse nature of the job duties and responsibilities, required knowledge, skills, and abilities will correlate directly with assigned projects. However, the Public Health Fellow should possess the following:
- Working knowledge of the purposes, principles, terminology and practices employed in public or community health;
- Working knowledge of legislation, current problems and professional literature in public health;

- Knowledge of the principles and theories of disease prevention, including an understanding of social determinants of health and health disparities;
- Excellent communication and interpersonal skills, including oral and written;
- Good knowledge of principles, practices and techniques for developing strategies based on needs assessments and data;
- Good knowledge of local and state law, procedures and policies as they relate to the mission of county government;
- Working knowledge of administrative planning, management, and supervision as it applies to the position;
- Good knowledge of County government, geography, economics, demographics, society, goals, policies and procedures;
- Good knowledge of county department operations, organization, accountability, and responsibility;
- Ability to analyze problems, assess future problems, and formulate complex action plans to facilitate resolution of said problems;
- Ability to research information, collect data, and interpret and analyze findings.

This list is not exhaustive and is only meant to serve as a basic outline of the types of knowledge and skills a Public Health Fellow may be expected to display. Assigned projects and responsibilities will determine specific required skills.

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