

Public Health Fellow Coordinator Tompkins County

Department: Health Department
Classification: Competitive -Pending Jurisdictional Classification
Labor Grade: White Collar Grade 12
Approved: 9/2021
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Possession of a Master's degree in Public Health or Health Education; **OR**
2. Possession of a Master's degree **AND** two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of an education program, **OR**
3. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree **AND** four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of an education, community education or human service program.

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 Coordinator is a position designed to identify placement opportunities within the local health department (LHD) and other partners within the county's public health network to provide work experience for NYSPHC Fellowship Program fellows. The coordinator will communicate regularly with LHD supervisors on efforts across the NYSPHC Local Public Health Partnership. The coordinator will work with organizations as needed or beneficial to the community to arrange for work experiences that align with the program mission and the federal CDC ELS requirements. The coordinator will be responsible to track and report information to the NYSPHC Fellowship Placement Coordinators. The coordinator will be responsible for the supervision of the fellows in collaboration with the organizations assigned leadership. The work is completed under the supervision of the Public Health Director or designee. The position may require interaction with a variety of individuals, organizations, departments, and governments, depending upon project opportunities. The coordinator will perform all related work as required.

TYPICAL WORK ACTIVITIES: Typical duties and projects may include any of the following:

- Identifies and arranges placement opportunities with the LHD and other partners within the county's public health network;
- Communicates regularly with LHD supervisors;
- Tracks and reports information from the LHD for submission to the NYSPHC Fellowship Placement Coordinators including information about the organization's supervision of the fellow(s), as articulated by the Individual Fellowship Program Plan(s);
- Identifies a community-based mentor (or mentors) from the local public health network who will participate in the NYSPHC Local Public Health Partnership(s) to provide locally relevant technical support and professional guidance to fellows and to communicate as needed with other community-based mentors and educational institutions on professional development opportunities;
- Reviews Monthly Progress Reports prepared by NYSPHC fellows and addresses any issues;
- Works with the NYSPHC Program Fellowship Placement Coordinator to build and oversee the NYSPHC Local Public Health Partnership to enhance fellow experiences by providing mentorship and facilitate professional growth activities, including technical information and public health priorities;
- Communicates regularly with the Fellowship Placement Coordinator on matters that arise from the implementation or necessary revision of Placement Agreements between the LHD and other organizations;
- Reviews and understands the Cornell University's Public Health Essentials Certificate Program;
- If a fellow is placed outside of the LHD, identifies a supervisor to direct the day-to-day work of fellows and assigns fellows to fulfill the county's public health mission by assigning tasks that are based on their skill sets and the needs of the community;

- Engages with higher education in the region to bring professional learning opportunities to the fellows, mentors and other in the local public health network.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the purposes, principles, terminology and practices employed in public health;
- Working knowledge of legislation, current problems and professional literature in public health;
- Working knowledge of advanced professional techniques in the field of public health;
- Working 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;
- Working knowledge of County government, geography, economics, demographics, society, goals, policies and procedures;
- Working knowledge of county department operations, organization, accountability, and responsibility;
- Ability to research information, collect data, and interpret and analyze findings;
- Working knowledge of adult education principles and practices;
- Good knowledge of and experience as a facilitator, coordinator of work programs and information for instructors, staff and the general public;
- Good knowledge of the community's education resources;
- Excellent communication skills;
- Ability to communicate clearly and effectively, both verbally and in writing;
- Ability to organize and initiate activities;
- Ability to present ideas effectively to individuals and groups;
- Ability to work cooperatively and effectively with internal staff and external community resources;
- Ability to plan and coordinate training programs;
- Physical condition commensurate with the demands of the position.

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