

Please Post Conspicuously

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS
CONTINUOUSLY FOR THE FOLLOWING VACANCY:**

Department of Public Health

Public Health Fellow

\$39,836 - \$47,156

DATED: December 7, 2022

EOE

DISTINGUISHING FEATURES OF THE CLASS: The Public Health Fellow is a position which will support the Otsego County Department of Health (DOH) in carrying out tasks necessary to meet State and LHDs public health mission. This position will have the opportunity to work on assorted projects as outlined by the department. Fellows will have the opportunity to be involved in planning, development and implementation of health-related education programs. 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. The position may involve interaction with a variety of individuals, organizations, departments, and governments, depending upon project opportunities. The work is completed under the supervision of the Public Health Fellow Coordinator and the Public Health Director. The Fellow will perform all related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conduct COVID 19 case management and/or contact tracing;

Assist with data entry and data analysis for COVID 19 cases;

Assist public health detailing around screening and treatment of communicable diseases;

Assist with data collection for annual report;

Assist in preparing educational materials, news and radio releases, infographics and materials for social media outlets and other publicity materials for public health;

Work jointly to present public health educational programs to various community agencies;

Assist public health nursing staff as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of public health principals, 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 around public health; working knowledge of public health programs & services; computer skills in use of standard business applications and databases including spreadsheets, word processing and email; ability to gather information, evaluate data and make appropriate inferences; ability to understand and interpret complex written regulations; ability to communicate effectively both orally and in writing; ability to prepare written reports; possess tact; initiative, resourcefulness and sound professional judgement.

MINIMUM QUALIFICATIONS:

- (a) Graduation (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 (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 AND 2 years' experience in a health or human service field.

Classification: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com