

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Public Health

Public Health Fellow Program Coordinator

\$58,000

DATED: February 12, 2022

EXTENDED LAST DAY FOR FILING: May 20, 2022

EOE

DISTINGUISHING FEATURES OF THE CLASS: The Public Health Fellow Program Coordinator is a temporary position which will support the Otsego County Department of Health (DOH) and other partners within the County's public health network by coordinating local Fellows in the NYSPHC Fellowship Program. This position is responsible for overseeing the implementation of the NYSPHC Fellowship Program within the County's DOH to ensure host organization supervisors and Fellows are meeting expectations. The Program Coordinator will build and oversee the NYSPHC Local Public Health Partnership with the support of the Regional Fellowship Placement Coordinator and community mentors. This position, in cooperation with the Regional Fellowship Placement Coordinator, will screen Fellow applications, share applications with appropriate offices/projects within Otsego County or identified host organizations, assist with the recruiting and onboarding process, monitor Fellow performance in coordination with supervisors, and prepare and submit reports with the Regional Fellowship Placement Coordinator. The Program Coordinator will be responsible to track and report information to the NYSPHC Fellowship Placement Coordinator and will work with Fellow Supervisors to determine specific goals and responsibilities for each Fellow as well as communicate directly with Fellows about their goals and expectations for the fellowship term. The Program Coordinator will ensure that Fellows receive the proper onboarding and training, complete all required trainings, and meet the parameters of the program. The work is performed under the supervision of the Director of Public Health. The Program Coordinator will perform related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

1. Oversee the implementation of the NYSPHC Fellowship Program at the Otsego County DOH and coordinate local fellows.
 - Work with Fellow supervisors to organize a comprehensive onboarding plan for each fellow to ensure that all needs are met for Fellow's start date. Coordinate onboarding needs including:
 - Secure work space for Fellows at the Otsego County DOH or host organization
 - Ensure all necessary equipment and IT permissions are finalized for Fellow start date
 - Identify Otsego County DOH or host organization-specific trainings appropriate for Fellow position duties.
 - Identify Otsego County DOH or host organization-specific onboarding materials for Fellows to review
 - Determine experiential learning outcomes and plan to ensure the development of professional skills for Fellows.
 - Determine broad fellowship outcomes and communicate outcomes to Fellow Supervisors
 - Collaborate with Fellow Supervisors to create a work plan for fellows that will develop their professional skills and reach the desired fellowship outcomes

- Communicate with Fellows to evaluate their fellowship experience
 - Hold Fellows accountable for completing all required trainings and surveys.
 - Collect and manage all Fellow information and paperwork and provide updates to Fellowship Placement Coordinator on a regular basis
 - Fellowship Placement Coordinator will send resumes that are a strong match to the Local Coordinator to distribute to Fellow Supervisors for consideration
 - Build and maintain relationships with Fellows and staff
 - Check in with fellows and fellow supervisors regularly to provide guidance, answer questions, problem-solve, and evaluate the experience
 - Be familiar with the fellow's progress in the Cornell University's Public Health Essentials Certificate Program
2. Work 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.
- Lead the NYSPHC Local Public Health Partnership teams with support from community mentor(s) who volunteer from the county public health network
 - Assist 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
 - Communicate regularly with community mentors about their role and feedback on the mentorship piece of the NYSPHC Fellowship Program
 - Assist Fellows in preparing for their next steps following the end of their fellowship term
 - Collect exit surveys from all Fellows and send to Regional Fellowship Placement Coordinator
 - Provide guidance to Fellows looking into pursuing a career or higher education in public health
3. Arrange for organizations within the county's public health network, outside the Otsego County DOH, to serve as Host Organizations and provide work experience for Fellows that aligns with the NYSPHC mission.
- Identify organizations within the County's public health network to provide work experience for fellows. Possible Host Organizations include:
 - Federally Qualified Health Centers (FQHCs)
 - NYS Designated Rural Health Centers
 - Accredited community and mental health services providers
 - Other locations approved by NYSDOH
 - Communicate regularly with Host Organization Supervisors on efforts across the NYSPHC Local Public Health Partnership
 - Track and report information from those organizations for submission to the Fellowship Placement Coordinators including information about the organization's supervision of the fellow
4. Communicate regularly with the Fellowship Placement Coordinator on matters that arise from the implementation or necessary revision of Placement Agreements within the jurisdiction.
- Seek out program information and guidance to ensure successful implementation of the NYSPHC Fellowship Program
 - Share relevant updates as part of monthly reporting expectations, including updates on fellow placements and performance

- Work with Fellowship Placement Coordinator to raise and resolve concerns related to the NYSPHC Fellowship Program or participants

KNOWLEDGE, SKILLS AND ABILITIES: 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 or 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.

MINIMUM QUALIFICATIONS:

- (a) Master's degree or higher in Public Health, Health Education, or a related field; OR
- (b) Possession of a Master's degree and one (1) to two (2) years of full-time or its part-time equivalent paid experience developing and managing experiential learning opportunities or other related programs including some supervisory or team oversight experience. The ideal candidate will also have community outreach experience, specifically within the local community and community organizations.

Adopted Otsego County CS: 11/13/2021

Classification: Competitive

Position created temporarily by NYS Public Health Corps (NYSPHC) to build public health capacity to support COVID-19 vaccination operations and to increase preparedness for future public health emergencies. The Governor directed the NYS DOH to work with community partners to recruit, select, and appoint up to 1,000 Fellows to participate in the NYSPHC Program, which will provide Program Fellows with a minimum 1 year appointment, with a possible second appointment. Pay scale is determined by NYS with limited discretion to vary it by the local DOH.

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