

Department: All Civil Divisions
Classification: Labor (Pending Approval)
Grade: 3

SPEC B8-30

PUBLIC HEALTH INTERN

DISTINGUISHING FEATURES OF THE CLASS: Public Health Intern will be provided work assignments that are designed to provide a real world opportunity to work side-by-side with professional staff committed to teamwork and providing quality municipal services. An incumbent in this class will generally be expected to perform research and special projects as necessary. This is a unique opportunity to gain hands-on and in-depth experience in a wide variety of disciplines related to local, regional, state and federal governmental operations. Candidates meeting the minimum qualifications for the internship program may be appointed to serve on a temporary basis. Public Health Interns will generally be appointed on a temporary basis not to exceed six months. Interns work under the direct supervision of assigned professional staff. Supervision of others is not required. The incumbent will perform all related duties as necessary.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May perform COVID Contract Tracer as a non-licensed public health professional providing support to a health department in the fight against COVID-19;
May make contact with people who have been exposed to COVID-19 and provide health education and guidance to interrupt ongoing disease transmission;
Participate in requisite trainings, regular program meetings and quality monitoring improvement activities in order to ensure and enhance the quality of contact notification activities and program outcomes;
Maintain patient confidentiality and ensure that all information is collected in accordance with local data privacy and confidentiality standards;
Utilize a computer, tablet and/or cell phone with appropriate access to required applications, databases, and/or web-based platforms daily;
Performs research and special projects as assigned;
Assists professional staff with the performance of their duties;
Performs routine clerical duties in support of research and special projects as necessary;
May be required to attend committee meetings in order to learn about committee structure and function;
May be required to provide committee support;
May be required to report on committee topics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, equipment and business English; working knowledge of personal computers and a variety of peripheral hardware and software; ability to understand and interpret and carry out oral instructions and written directions; ability to perform arithmetic computations; ability to write legibly; ability to

perform close detail work; ability to develop effective working relationships and deal diplomatically with the public and with co-workers; ability to understand and follow simple oral and written directions; strong verbal and written communication skills; physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) This internship opportunity is open to all students of North County Community College, or any other regionally accredited college or university with concentrations in health studies, sciences, communications, public health, community health Registered Nursing or related field; or

(B) High School Graduate pursuing a degree in a related field.

SPECIAL REQUIREMENTS:

Possession of a valid NYS Driver's License.

Created: 11/1/2021