

Part Time Public Health Detailing Program Intern
20 hours per week for 14 months

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW

The Public Health Detailing Program sits within the Bureau of Chronic Disease Prevention and Tobacco Control at the NYC Department of Health and Mental Hygiene (DOHMH). The program works with primary care providers, dentists, pharmacists and other clinical and community members to improve patient care relating to key public health challenges. Health Department representatives promote clinical preventive services and chronic disease management through the delivery of brief, targeted messages to health care providers, community stakeholders and staff at their practice sites. Detailing “Action Kits” – containing clinical tools, provider resources and patient education materials to promote evidence-based best practices – are distributed during visits.

Modeled after the pharmaceutical sales approach, the Public Health Detailing Program builds on DOHMH’s extensive experience in medical provider education, health care quality improvement and community-based health promotion. Public Health Detailing is organized around specific clinical topics, chosen largely because of their anticipated impact on morbidity and mortality. Previous campaigns include Diabetes, Hypertension, Obesity, and Breastfeeding.

POSITION OVERVIEW

This is a part-time, temporary position (14 months) that will run no longer than June 30, 2020. The Public Health Detailing Program Intern will work approximately 20 hours per week; the exact days and hours are flexible within the Monday-Friday, 9am-5pm range. The Intern will report to the Senior Manager, Programming and Strategy of the Public Health Detailing Program. The position sits at DOHMH. This individual will have the opportunity to participate in both the programmatic and operational aspects of a City program, with a focus on chronic disease prevention and management. The position will provide a fantastic opportunity to learn and gain skills in the public health arena. The Intern will be exposed to a wide range of public health issues and interventions.

RESPONSIBILITIES

Programming/Strategy:

- Assist in the development, editing and review of campaign materials related to chronic disease prevention and aimed at both health care providers and patients
- Actively participate in campaign workgroups
- Conduct qualitative research on chronic disease campaign topics
- Ensure public health detailing webpage is up-to-date and accurate

Operations/Administration:

- Assist in the planning and execution of trainings (create timelines, checklists, and ensure deadlines are met)
- Maintain a master spreadsheet categorizing historical and current program materials
- Assist in the coordination of material ordering, delivery, and all related logistics
- Book Outlook calendar appointments, as requested
- Help with logistical and administrative day-to-day tasks

QUALIFICATIONS

- Candidate must have completed or be in the process of completing a masters degree in one of the follow (or related) fields: public health, public policy, public administration
- 2-3 years work experience
- Excellent attention to details, organizational skills, and follow-through
- Strong communication, writing, and editing skills
- Ability to work independently, be flexible, and handle changing workload with multiple projects and changing priorities
- Strong computer skills, particularly in Microsoft Office (Excel, Word, PowerPoint, Outlook)

SALARY AND BENEFITS

This position will be paid on an hourly basis consistent with experience.

ADDITIONAL INFORMATION

This position will be hired through a staffing agency.

TO APPLY

To apply, send Resume, with Cover Letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**Public Health Detailing Intern_ your name**” in subject line. Interested candidates should apply ASAP.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.