

**Clerical Associate**  
**Part-time, Temporary** through October 31, 2019  
(there is the possibility of contract renewal)

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 (Epidemiology and Laboratory Capacity for Infectious Diseases Grant (ELC))**

The Bureau of Communicable Disease (BCD), part of the Division of Disease Control, is composed of seven units/programs which are responsible for monitoring and investigating 73 infectious diseases including viral hepatitis, foodborne, waterborne, vector-borne and zoonotic diseases. The Bureau also monitors and analyzes trends in disease data, and provides consultation to the medical community and the public on the recognition, prevention and control of communicable diseases.

**POSITION OVERVIEW**

We are seeking to fill one position in the General Surveillance Unit (GSU) who will provide key support for the Bureau's work of tracking and investigating diseases and outbreaks in New York City. It is expected that the Clerical Associate will work up to 35 hours per week.

**RESPONSIBILITIES**

- Sort, dispense and enter new disease reports and completed investigations into a surveillance database
- Triage and route incoming phone calls from the public and health care providers to BCD's hotline
- Process and deliver mail; review, triage, and distribute disease reports in the Bureau
- Compile and prepare materials for mass mailings to physicians and patients; mail case reports for non-NYC residents to other health jurisdictions
- Maintain inventory on medical and office supplies and office machines
- Create and edit forms, templates, letters, databases using Microsoft Word, Excel, and Access

### **QUALIFICATIONS**

- Ability to understand and apply detailed instructions for data entry and other tasks
- Working knowledge of Microsoft Office, including Word, Access, and Excel
- Experience with entering data into databases from questionnaires or other forms
- Strong organization and time management skills
- Ability to multi-task while performing tasks accurately and efficiently
- Good writing and verbal communication skills
- Ability to work independently as well as part of a team

### **PREFERRED SKILLS:**

- Ability to type with speed and accuracy
- Familiarity with medical terminology

### **LOCATION**

This position is located at the NYC Department of Health and Mental Hygiene, Gotham Center, 42-09 28th Street, Queens, NY 11101.

### **SALARY AND BENEFITS**

FPHNYC offers a comprehensive benefits package. The salary range for this position is \$15 an hour (up to 35 hours per week) and is commensurate 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](mailto:publichealthjobs@fphnyc.org) indicating "**Clerical Associate\_ your name**" in subject line.

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