

LOCAL COORDINATOR

(New York State Public Health Corps Fellowship Program)

DISTINGUISHING FEATURES OF THE CLASS: The New York State Public Health Corps (NYSPHC) Fellowship Local Coordinator is a full-time, staff member at the Cattaraugus County Health Department. The Local Coordinator will support the Health Department by coordinating local Fellows in the NYSPHC Fellowship Program. This position will be responsible for overseeing the implementation of the NYSPHC Fellowship program to ensure Host Organization Supervisors and Fellows are meeting expectations. The Local 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 the Health Department, 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 Local Coordinator will work with Fellow supervisors to determine specific goals and responsibilities for each Fellow and will also communicate directly with Fellows about their goals and expectations for the fellowship term. The Local Coordinator will ensure that Fellows receive the proper onboarding and training, complete all required trainings, and meet the parameters of the program. A Local Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversee the implementation of the NYSPHC Fellowship Program 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 and coordinate onboarding needs;
- Identify organization-specific trainings appropriate for Fellow position duties;
- 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.
- Arrange for organizations within the county's public health network, outside the Health Department, to serve as Host Organizations and provide work experience for Fellows that aligns with the NYSPHC mission;
- Communicate regularly with the Fellowship Placement Coordinator on matters that arise from the implementation or necessary revision of Placement Agreements within the jurisdiction.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Candidates should have strong written and verbal communication skills, a commitment to an inclusive workplace, and the ability to maintain positive working relationships with Fellows and staff. Candidates should be highly motivated and comfortable working independently as well as with a team. Candidates should have program or project coordination experience, including demonstrated ability to organize, prioritize tasks, and meet deadlines.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with at least a bachelor's degree in health-related field;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with an associate degree in a health-related field AND two (2) years of experience developing and managing experiential learning opportunities or other related programs including some supervisory or team oversight experience.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 2/7/2022