



## Region IV Public Health Training Center

### **Region IV Public Health Training Center Pathways to Practice Scholar Field Placement Program Kentucky – Summer Scholar Position**

**AGENCY:** Grayson County Health Department

**POSITION TITLE:** Grayson County Health Department Intern

**LOCATION:** 124 E White Oak St, Leitchfield, Kentucky, 42754

**AGENCY WEBSITES:** <https://www.graysonhealthcenter.org/>

**NUMBER OF POSITIONS AVAILABLE:** 1 (Summer 2025)

**DESIRED START DATES:** May 2025

\* Interested students should apply as soon as possible. Applications are reviewed and considered in the order they are received. Submit to Elizabeth Kidwell at [elkidwell@emory.edu](mailto:elkidwell@emory.edu)

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line. Please be specific in your email *and* cover letter.

#### **DESCRIPTION:**

The following position is offered as a field placement through the Region IV Public Health Training Center (<https://r4phtc.org/>).

*Note: This position is 100% in person.*

The Grayson County Health Department (GCHD) follows the national model of public health which is to prevent, promote, and protect. There are several different health departments throughout the state. Some health departments are part of a district while others are independent. GCHD is an independent health department. Although independent, GCHD is affiliated with the Kentucky Department for Public Health. GCHD is managed by the Grayson County Board of Health.

Mission: To empower our community to achieve better health and wellbeing through prevention and partnership.

Vision: Working today for a healthier tomorrow

Values: Unity, Compassion, Commitment, Integrity

#### **POSITION DESCRIPTION:**

The student will assist during the accreditation process by helping to build policies and procedures. The student will also help with entering data, moving documents into a shared drive, and collaborating with departments in meeting domain requirements. During the student's time at GCHD, they will be working on various policies and procedures to help the health department catch up on their accreditation schedule.

**REQUIRED QUALIFICATIONS:**

- Public health skills
- Working knowledge of policies and procedures
- Comfortable using Microsoft 365 (Word, PowerPoint, Outlook), Canva, Excel, and creating basic data visualizations

**PREFERRED QUALIFICATIONS:**

- Public Health background
- Self-starter with organizational skills
- Ability to be timely in performing administrative tasks

**THE STUDENT WILL HAVE THE OPPORTUNITY TO ASSIST WITH THE FOLLOWING ACTIVITIES:**

- Public Health Accreditation
- Development of policies and procedures
- Assist with development of accreditation plans

**PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:**

1. Policy Development/Engagement
2. Program Planning
3. Community Partnership /Engagement
4. Problem Solving
5. Data Analytics/ Assessment/Data- based Decision Making
6. Effective Communication
7. Change Management

**TRAVEL:** None

**POSITION TYPE:** Region IV Public Health Training Center Field Placements (for MPH/MSPH students)

**QUALIFICATIONS AND REQUIREMENTS TO APPLY:**

Preference will be given to masters or doctoral level public health graduate students. Undergraduate public health students as well as graduate students studying social work may also be considered. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

- Please include a cover letter with the following:
  - The semesters you are applying for (Summer 2025)
  - The title of the position you are applying to
  - Citizenship or permanent resident visa status
- Please include a resume with the following:
  - The name and department of your degree program
  - Year of study
  - Expected graduation date
- Please also include the following with your application:
  - Unofficial Transcript

**WORK AUTHORIZATION:** U.S. Citizen, Permanent U.S. Resident

Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible to apply for this position, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S.

**AWARD LEVEL:** \$3,500 award

\* Note: Travel costs will not be covered by the program beyond the total \$3,500 award.

**APPROXIMATE HOURS PER WEEK & DURATION:** 15-30 hours a week for 10-16 weeks.

*\*Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree's policies. If this work will also be used as a graduation requirement, the student should verify those requirements and abide by their university policies.*

**IMPORTANT INFORMATION:** Please read the “*Student Scholar Field Placement Guidebook*” for more details about the Pathways to Practice Scholars Program and requirements. It is located on the Field Placements page of the Region IV PHTC website: <https://r4phtc.org/field-placements/>

## HOW TO APPLY

Please submit the required documents following specifications above (**unofficial transcript, resume, and cover letter indicating the agency name and citizenship/visa status**) to Elizabeth Kidwell, [elkidwell@emory.edu](mailto:elkidwell@emory.edu) with the subject line “**Summer 2025 Applicant: KY Grayson County Health Department**”

\*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY