



Region IV Public Health Training Center

Region IV Public Health Training Center Pathways to Practice Scholar Field Placement Program Kentucky – Spring 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 (Spring 2026)

DESIRED START DATES: January 2026

* 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

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](#).

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.

POSITION DESCRIPTION:

The student will work closely with the Accreditation Coordinator to support the health department in achieving public health accreditation. Responsibilities will include assisting with data entry, organizing and uploading documents into a shared drive, and collaborating with various programs and departments to ensure accreditation domain requirements are met. The student will contribute to the review and development of policies and procedures, support the creation of accreditation plans, and assist in producing documentation required for accreditation.

This role will also involve creating professional documents and materials using a variety of platforms, including Canva, SurveyMonkey, Excel, and Word, as well as designing data visualizations to clearly communicate findings and progress. In addition, the student will complete a structured rotation throughout the health department to observe and gain a broad understanding of the functions of various programs and services.

Through this placement, the student will gain hands-on experience in public health accreditation processes, policy development, program planning, and quality improvement initiatives, while building skills in communication, problem-solving, and data-informed decision-making.

REQUIRED QUALIFICATIONS:

- Public health skills
- Working knowledge of policies and procedures

PREFERRED QUALIFICATIONS:

- Public Health background

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

- Public Health Accreditation
- Development of policies and procedures

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 (Spring 2026)
 - 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: 10-25 hours a week for 10-12 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 with the subject line “**Spring 2026 Applicant: KY GCHD**”

*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY