

## POSITION DESCRIPTION

### Chronic Disease Prevention Projects Intern

Incumbent – Vacant

**CLASSIFICATION:** Paid

**TEAM:** 2, CH & EH

**JOB FAMILY:** Program

**LEVEL:** Intern

**REPORTS TO:** Lead Senior Program Analyst, Community Health/ Chronic Disease/Environmental Health

#### POSITION SUMMARY:

The National Association of County and City Health Officials (NACCHO), a national organization representing the approximately 3,000 local health departments (LHDs) nationwide, has an immediate opening for a Chronic Disease Prevention Projects Intern. The intern will be responsible for supporting staff in a variety of chronic disease prevention and healthy communities' projects. Intern may be required to travel to attend meetings or national conferences.

This internship will begin on August 1, 2013 and end on November 30, 2013. Work schedule is 20-30 hours per week during regular office hours (flexible between the hours of 8:00 am and 6:00 pm). This internship also comes with the option to telecommute up to 50% each week with supervisor's approval.

#### COMPETENCIES AND EXPECTATIONS:

- Ability to establish effective working relationships with diverse groups.
- Ability to synthesize information for written and Web-based presentation.
- Ability to communicate well on the phone and in person.
- Ability to multitask.
- Ability to organize work projects and complete tasks within assigned time frames.
- Ability to work independently as necessary to achieve high performance.
- Ability to work effectively within teams.
- Ability to maintain a high degree of accuracy in all aspects of work.
- Strong interpersonal skills.
- Strong organizational skills.
- Strong written and oral communication skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

- Ability to speak effectively before groups of customers or employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportion, percentages, area, circumference and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Identify and resolve problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas.
- Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Applies feedback to improve performance; Monitors own work to ensure quality.

- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

**POSITION SPECIFIC DUTIES:**

- Leadership for Healthy Communities (LHC)
  - Attend Childhood Obesity Summit in Baltimore and participate in strategic meetings with four coalitions working on policies and practices addressing the sale and marketing of sugar sweetened beverages (SSBs)
  - Assemble and organize resources for case studies of policies and practices to reduce the sale and marketing of SSBs
  - Work with Lead Analyst and Community Commons on surveillance tool to identify community readiness to successfully implement new policies and practices address the sale and marketing of SSBs
  - Work with New York University to assess strength of SSB coalitions in four Big City Local Health Department (LHD) jurisdictions
  - Assist with identifying and posting relevant Web-based resources
  - Provide administrative support to conference calls and in-person meetings
  - Coordinate conference calls and take notes
  - Post tools and resources to the LHC website
  - Provide other support to the projects as needed
  - Knowledge of office practices, procedures, and equipment
  - Familiarity with public health practices and policies
  - Work under the direction of the Leadership for Healthy Communities project director as key staff
  
- Chronic Disease - Rural Roadmap
  - Identify resources such as articles, policy briefs, research briefs, data, organizations, websites, and tools to help LHDs in rural communities build healthier environments and help better prevent and manage chronic diseases
    - At least 24 resources with short description (e.g. 3 sentences)
    - Sort resources in some rational order
    - Include any relevant links, contact information, etc.
  - Complete no more than four interviews
    - Complete transcripts of interviews
    - Work with Lead Analyst to interpret data and outline sections of policy brief on rural chronic disease prevention

- Conduct short literature search on chronic disease prevention through environmental, policy, and systems change in rural communities
  - Organize bibliography
- Provide other support to the projects as needed

**EDUCATION/EXPERIENCE/SKILLS:**

Graduate student in public health, health education, or related field preferred. (Currently in school or completed).

- Intermediate-level computer skills, including use of Microsoft Office, particularly Outlook and Word required.
- Intermediate-level skills with Web editing preferred

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS**

- Occasionally required to sit.
- Occasionally required to walk.
- Occasionally required to reach with hands and arms.
- Occasionally required to talk or hear.
- Occasionally required to bend, lift or climb
- Occasionally required to lift light weights (less than 25 pounds)

**WORK ENVIRONMENT**

- The noise level in the work environment usually is moderate

**Sr. Director/Director**

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Date

**AED/SENIOR ADVISOR/ APPROVED:**

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Date