

Opportunity Title: HHS Health Policy Fellowship
Opportunity Reference Code: HHS-OASH-2022-0344

Organization U.S. Department of Health and Human Services (HHS)

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A complete application consists of:

- An application
- Transcripts – [Click here for detailed information about acceptable transcripts](#)
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- One educational or professional recommendation. Your application will be considered incomplete, and will not be reviewed until one recommendation is submitted.

All documents must be in English or include an official English translation.

Application Deadline 11/30/2022 3:00:00 PM Eastern Time Zone

Description ***Applications will be reviewed on a rolling-basis.**

HHS Office and Location: There is a fellowship opportunity at the Office of the Assistant Secretary for Health (OASH), Office of Policy and Legislation (OPL), at the United States Department of Health and Human Services (HHS) in Washington, D.C. **Candidate must be located in Washington, D.C. to come into the office a few times a week.**

The mission of the U.S. Department of Health and Human Services (HHS) is to enhance the health and well-being of all Americans, by providing for effective health and human services and by fostering sound, sustained advances in the sciences underlying medicine, public health, and social services.

Research Project: The Office of the Assistant Secretary of Health (OASH) is seeking an ORISE Fellow to support the Office of Policy and Legislation (OPL).

The OPL advises the Assistant Secretary for Health (ASH) on health, public health, and science policy and legislation. The OPL establishes cross-cutting strategies to advance OASH's mission, programs, initiatives, activities, and other priorities. The OPL is also responsible for review, analysis, and recommendations on health legislation, regulations, and policy; budget analyses; program evaluation; and correspondence or document management and clearance. The OPL coordinates with other federal agencies and private sector organizations.

Appointment Activities:

1. Support coordination across HHS agencies and offices, including other offices within OASH
2. Develop relationships with stakeholder organizations
3. Engage in external partner engagement, including coordinating



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listening sessions and other meetings

- 4. Support the development of communications and presentations, including report drafting and editing
- 5. Support planning and coordination of report dissemination
- 6. Supporting program, policy, and process evaluations

Learning Objectives:

- 1. Develop expertise in Federal health, public health, and science policy and legislation
- 2. Draft and edit technical health policy reports
- 3. Gain experience engaging with senior-level leadership and other Federal agencies
- 4. Network and engage diverse stakeholders groups to combat and advance public health issues, such as behavioral health and substance use disorders; equity, including LGBTQ+ equity; climate change and environmental justice; women's health, maternal health and reproductive health; healthcare transformation through disease prevention and health promotion; emerging public health challenges related to infectious diseases
- 5. Contribute knowledge and expertise in the field of health policy
- 6. Gain insight into how policy impacts public health

Mentor(s): The mentor for this opportunity is Johnalyn Lyles (johnalyn.lyles@hhs.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: **October 17, 2022.** Start date is flexible and will depend on a variety of factors.

Appointment Length: The appointment will initially be for one year, but may be renewed upon recommendation of HHS and is contingent on the availability of funds.

Level of Participation: The appointment is 20-40 hours to be negotiated during selection.

Participant Stipend: The participant will receive a monthly stipend commensurate with educational level and experience.

Citizenship Requirements: This opportunity is available to U.S. citizens, Lawful Permanent Residents (LPR), and foreign nationals. Non-U.S. citizen applicants should refer to the [Guidelines for Non-U.S. Citizens Details](#) page of the program website for information about the valid immigration statuses that are acceptable for program participation.

ORISE Information: This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and HHS. Participants do not become employees of HHS, DOE or the program administrator, and there are no employment-related benefits. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE.

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The successful applicant(s) will be required to comply with Environmental, Safety and Health (ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).

Questions: Please visit our [Program Website](#). After reading, if you have additional questions about the application process please email HHSrpp@orau.org and include the reference code for this opportunity.

Qualifications The qualified candidate should be currently pursuing or have received a master’s or doctoral degree in one of the relevant fields. Most recent degree must have been received within five years of the appointment start date.

Preferred skills:

- General knowledge of or demonstrated interest in learning about the legislative process
- A desire to work on policy and legislative issues, including related to population health, climate, health equity, and other public health issues
- Strong writing and analytical skills
- Strong interpersonal, written, and verbal communication skills
- Ability to work collaboratively on a team
- Ability to work in a fast-paced environment
- Ability to independently prioritize time-sensitive work activities
- Strong organizational and project management skills
- Ability to work independently with little or no supervision
- Demonstrate attentiveness to details and professional and diplomatic judgment

- Eligibility Requirements**
- **Degree:** Master's Degree or Doctoral Degree received within the last 60 months or currently pursuing.
 - **Discipline(s):**
 - **Communications and Graphics Design** ([6](#) 👁)
 - **Life Health and Medical Sciences** ([2](#) 👁)
 - **Social and Behavioral Sciences** ([3](#) 👁)