

**Opportunity Title:** CEFO Quarterly Reporting Fellowship - CDC

**Opportunity Reference Code:** CDC-OPHPR-2016-0158



**Organization** Centers for Disease Control and Prevention (CDC)

**Reference Code** CDC-OPHPR-2016-0158

**How to Apply** 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
- Two educational or professional references

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

If you have questions, send an email to [CDCrpp@orau.org](mailto:CDCrpp@orau.org). Please include the reference code for this opportunity in your email.

**Description** A fellowship opportunity is currently available at the Office of Public Health Preparedness and Response (OPHPR) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

The fellow may be involved in the following:

1. The CEFO Quarterly Reporting system:
  - a. Summarizing information from the reports.
  - b. Coordinating a quarterly newsletter that includes program updates and reviews to distribute to CEFOs and other stakeholders.
  - c. Developing and disseminating an annual summary report that highlights CEFO accomplishments.
2. Systems that conducts structured Core Competency Assessments among all field staff to determine current skill levels and training needs.
  - a. Developing a plan for field staff career progression opportunities.
  - b. Refining program training plans.
3. Evaluation of the effectiveness of newly developed SOPs (e.g., Clearance, CEFOs as supervisors, EOC Communication).
4. Evaluation of the impact that field assignees have on improving the effectiveness of health departments' Public Health Emergency Preparedness and Response capabilities and capacity.
  - a. Developing a model for what constitutes a successful field assignment.
  - b. Developing standards for qualifications for field staff in FSB.
  - c. Identifying and assessing range, management and supervision of other CIOs' field assignees.
5. Processes for field assignees to request assistance from subject matter experts at CDC or in other health departments.
  - a. Supporting statistical methods/analytic.
  - b. Conducting reverse site visits.

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c. Conducting site visits to other states.

6. Prepare and maintain high level briefing documents on FSB field assignee involvement in national public health emergencies and responses. Summarize FSB field assignee response efforts and support the coordination of Branch after action reports to improve future deployment experiences and impacts.

7. Coordinate CEFO scientific conference calls.




8. Travel to the field and assist CEFOs and TEFAs with one or more epidemiology or preparedness projects.

This program, administered by ORAU through its contract with the U.S. Department of Energy to manage the Oak Ridge Institute for Science and Education, was established through an interagency agreement between DOE and CDC. The initial appointment is for one year, but may be renewed upon recommendation of CDC contingent on the availability of funds. The participant will receive a monthly stipend commensurate with educational level and experience. Proof of health insurance is required for participation in this program. The appointment is full-time at CDC in the Atlanta, Georgia, area. Participants do not become employees of CDC or the program administrator, and there are no fringe benefits paid.

#### Qualifications

- Master's of Public Health degree or related field. Applicants must have received their degree within the last five years, or expect to complete all requirements prior to starting the fellowship.
- Strong analytic skills (SAS, STATA, Excel).
- Experience working in or with state or local health departments, particularly programs with a heavy emphasis on epidemiology and/or public health preparedness.
- Experience working with databases.

#### Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree received within the last 60 month(s).
- **Discipline(s):**
  - **Communications and Graphics Design** (1 )
  - **Life Health and Medical Sciences** (5 )
  - **Social and Behavioral Sciences** (2 )