

**Opportunity Title:** OAH Program Division Fellow  
**Opportunity Reference Code:** HHS-OASH-2018-0163

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

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**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 [HHSrpp@orau.org](mailto:HHSrpp@orau.org) Please include the reference code for this

**Application Deadline** 2/6/2019 12:00:00 AM Eastern Time Zone

**Description** A fellowship is available in the Office of Adolescent Health (OAH) in the Office of the Assistant Secretary for Health (OASH) at the Department for Health and Human Services (HHS) in Rockville, Maryland.

OAH coordinates adolescent health promotion and disease prevention programs and initiatives across HHS and works in partnership with other HHS agencies to support evidence-based approaches to improve the health of adolescents.

The fellows will join a multi-disciplinary team of professionals who oversee national grant programs to prevent teen pregnancy and provide support services to expectant and parenting teens, as well as several research and evaluation studies aimed at furthering the evidence of what works to prevent teen pregnancy. The team provides a wide range of support to grantees to ensure their programs and evaluation activities are of the highest quality, including ongoing programmatic and evaluation training and technical assistance, monitoring through the use of uniform performance measure data, assistance disseminating program successes and results, and support for program sustainability.

Under the guidance of a mentor, fellows will:

- Design and administer a survey to current OAH grantees to assess the adequacy and quality of support services provided by OAH, analyze survey results, and develop recommendations for OAH.
- Assisting to develop and support a grantee advisory committee to provide feedback to OAH on program direction, grantee needs, technical assistance products, and OAH guidance.
- Conducting assessments on various topics to determine how OAH grantees are meeting grant expectations. Topics may include, but are not limited to, assessing what OAH grantees are doing to ensure their programs are trauma-informed and implemented in a safe and supportive environment; identifying best practices from grantees for serving expectant and parenting teens; and assessing how grantees and/or youth-serving programs are meaningfully engaging youth.
- Assisting OAH project officers in managing a portfolio of grantees to prevent teen pregnancy and support expectant and parenting teens
- Conducting literature reviews on topics related to enhancing the effectiveness of OAH grant programs.
- Assisting with special projects such as disseminating grantee successes, and developing publications and presentations to showcase program outcomes.

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 HHS. 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 HHS in the Rockville, Maryland area. Participants do not become employees of HHS, DOE or the program administrator, and there are no employment-




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related benefits.

**Qualifications** Master's Degree in public health or a related field within the last five years.

- Knowledge of adolescent health, teen pregnancy prevention, and working with expectant and parenting teens.
- Familiarity with conducting research and evaluation focused on adolescent health, including literature reviews, focus groups, formative evaluation, and survey administration, and also familiarity synthesizing information and data gathered into concise recommendations that can be understood by a lay audience.
- Level of comfort collaborating with a team to accomplish tasks.
- Strong critical thinking and communication ability (written and oral).

- Eligibility Requirements**
- **Degree:** Master's Degree received within the last 60 month(s).
  - **Discipline(s):**
    - **Communications and Graphics Design** (6 )
    - **Life Health and Medical Sciences** (2 )
    - **Social and Behavioral Sciences** (7 )