

NYC Health + Hospitals Central Office Emergency Management Special Pathogens Internship Program

Who We Are

Mission

NYC Health + Hospitals Emergency Management provides the strategic and operational framework and resources to protect our patients, visitors, staff, communities and infrastructure from natural, technological, and intentional incidents through the mitigation of, preparedness for, response to, and recover from them.

What We Do

Central Office Emergency Management ensures the uninterrupted functionality of system-wide operations. Communication, coordination, and collaboration are the building blocks for our comprehensive and systematic approach for managing emergency situations of any magnitude. Our all hazards methodology employs mitigation, preparedness, response, and recovery strategies to ensure the viability of our sites and provide unparalleled support for all clinical and patient care activities.

Internship Position Description

Position Title:

Special Pathogens Program Intern (Unpaid, non-permanent internship)

Intern Duties/Responsibilities:

This is an opportunity for a highly motivated individual to contribute to NYC Health + Hospitals' systemwide, emergency management-centric approach to special pathogens preparedness and response activities and assist on 1) a local, city scale with the System Special Pathogens Program; 2) national scale with the National Emerging Special Pathogens Training and Education Center [NETEC]; and 4) international scale with the Institute for Diseases and Disaster Management.

The Special Pathogens Project Intern, reporting to and working with the System-wide Special Pathogens Senior and Associate Directors, will provide support for the following:

- Support system-wide Ebola and Special Pathogens preparedness activities and ensure all program requirements are fully met, including conduct of annual exercises and training
- Assist in developing protocols, procedures and processes related to special pathogens and address system-wide Ebola and Special Pathogens preparedness needs
- Assist with designing and carrying out healthcare preparedness initiatives related to special pathogens and other communicable disease risks, e.g. trainings, etc.
- Provide program management and administrative support, carrying out tasks such as organizing documentation, following-up with appropriate healthcare partners and vendors, setting up and maintaining tracking sheets for preparedness activities, contract deliverable submission; maintain clear and frequent communications and follow-up with facility representatives as needed.
- Carry out administrative oversight for meeting/exercise coordination, calendaring, meeting handouts, presentation materials and other event logistics (e.g., arranging for venue).
- Provide program management and administrative support from an 'all-hazards' approach to emergency management related activities.
- Assist in developing HSEEP-content for NETEC for special pathogens exercises and drills.
- Assist in conducting presentations and site-visits on HSEEP-complaint exercise templates for NETEC.

- Assist in coordinating NETEC site visits with exercises and assist with providing exercise technical assistance.
- Assist with all exercise-related technical assistance for NETEC including planning/logistical coordination of HHS ASPR Tranquil series.

Educational Requirements

Previous experience working in fields related to public health, global health, emergency preparedness and response, planning and exercise, data analysis or infectious disease control and prevention is highly desirable.

Additionally, the ideal candidate for this position must be pro-active and self-motivated individual with ability to work in teams, a highly dynamic environment with multiple stakeholders and timelines, and have:

- A Master's Degree in Public Health, Health Administration or related field
- OR
- A Bachelor's Degree with at least three years' experience in high level coordination or leadership of health or medical programs.
- OR
- An undergraduate student majoring in public or global health, or related field.

Qualifications

- Excellent written and oral communication skills
- Ability to research information and prepare reports and other correspondence
- Experience with Microsoft Office Suite, especially Word and Excel
- Reliable, outgoing, and able to work independently and collaboratively in a team setting
- Ambitious, motivated, & enthusiastic.

Time Commitment

Minimum 4 hours per week for 3 or more consecutive months.

Business hours are Monday through Friday 8 a.m. to 6 p.m. with high flexibility for the intern's location and schedule.

Assignment Location

This internship has an in-person requirement at NYC Health + Hospitals Central Office Emergency Management: 125 Worth Street, New York, NY, 10013.

Professional appearance and business attire required.

Remote opportunities are available on a case by case basis.

Benefits

The position offers interns firsthand experience working in the nation's largest municipal healthcare delivery system, gaining direct exposure to myriad aspects of inter-agency relations, as staff coordinate daily with local, state and federal governmental agencies. This assignment also provides an opportunity for students to explore career options, apply academic knowledge and skills to the workplace, gain career skills, and build resumes and network with professionals in their field of interest.

Contact

Priya Dhagat, Associate Director, System-wide Special Pathogens Program

Email: dhagatp@nychhc.org

To apply, submit the following to dhagatp@nychhc.org:

1. Resume
2. Statement of interest
3. Proposed timeframe of internship and time commitment per week