



CITY OF CHICAGO

Rahm Emanuel, Mayor

DEPARTMENT OF PUBLIC HEALTH

Julie Morita, Commissioner

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID

Immunization Program

DESCRIPTION: The Chicago Department of Public Health (CDPH) promotes and improves health by engaging residents, communities and partners in establishing and implementing policies and services that prioritize residents and communities with the greatest need. At CDPH, diversity is one of our core values. Individuals from diverse racial and ethnic backgrounds as well as those of all sexual orientations and gender identities are encouraged to apply.

CDPH's Immunization Program is seeking students with an interest in immunizations, coverage levels of immunizations, evaluation of efforts to reach designated populations, etc. to join our team for an internship.

The CDPH Immunization Program is funded by the Omnibus Budget Reconciliation Act of (OBRA) of 1993 which created the Vaccines for Children (VFC) Program. Funds are annually transferred to the Program from the Centers for Disease Control and Prevention (CDC). The Immunization Program uses a wide variety of approaches to provide publicly-purchased vaccines to eligible individuals in Chicago and to build on the strengths of the Program to increase immunization coverage levels in Chicago for children, adolescents and adults to the goals established by Healthy People 2020 and Healthy Chicago 2.0.

DUTIES:

- Assist with the development of programmatic procedures to ensure the efficient delivery of services to clients.
- Collaboratively conduct administrative, operational and fiscal reviews to determine program compliance and to evaluate program's effectiveness
- Assist in promoting public health programs to various communities and community groups.
- Provide technical assistance, consultation and promotion of immunization best practices.
- Assist with the coordination of healthcare provider training and educational events.

- Assist with service delivery monitoring and evaluation.
- Assist with data analysis of trends in immunization coverage.
- Assist with an analysis of the impact of race, poverty, affordable health coverage and access to care on immunization rates and services.
- Support Immunization Program with improved understanding of complementary human services support organizations and efforts.
- Assist with the creation and management of databases to support program activities.
- Assist with data analysis associated with individual and outbreak investigations of vaccine-preventable diseases.

NOTE: Cover letter, official/unofficial transcript, original letter of enrollment verification, writing sample and resume will be required at time of application.

MINIMUM QUALIFICATIONS: Must be a college junior, senior or graduate level, medical school student in good academic standing, enrolled in an accredited four year college or university offering a baccalaureate or graduate/medical degree program, with a minimum cumulative grade point average of 2.5/4.0 or 3.5/5.0.

RESIDENCY REQUIREMENT: City of Chicago residency is not required.

SALARY: UNPAID - may be used to obtain academic credit.

CLOSING DATE: Open until further notice/closing date

INSTRUCTIONS: For consideration, interested candidates MUST EMAIL, as a packet, the following: cover letter, official/unofficial transcript, original letter of enrollment verification, writing sample, and resume to Marielle Fricchione, MD, Immunization Medical Director at Marielle.fricchione@cityofchicago.org, with INTERNSHIP in the subject line.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer