

**Opportunity Title:** Public Health Research Participant Fellow

**Opportunity Reference Code:** HHS-OASH-2018-0057

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

**Reference Code** HHS-OASH-2018-0057

**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.

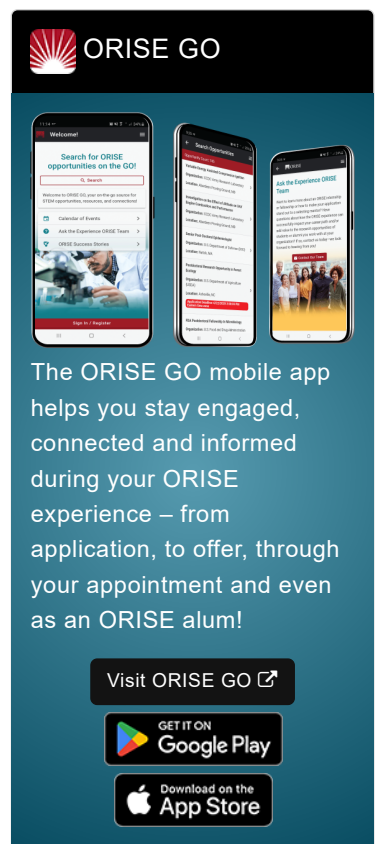
If you have questions, send an email to [HHSrpp@orau.org](mailto:HHSrpp@orau.org). Please include the reference code for this opportunity in your email.

**Description** A fellowship opportunity is currently available within the Office of the Assistant Secretary for Health (OASH) at the U.S. Department of Health and Human Services (DHHS) in Washington, DC.

Research Participant opportunity within the Office of the Assistant Secretary for Health (OASH), Department of Health and Human Services, Immediate Office. The Research Participant selected will be mentored by the Senior Leadership in the Office of the Assistant Secretary for Health and be involved alongside the Assistant Secretary for Health directly.

The Research Participant may have the opportunity to be involved in the following activities:

- Assisting the Mentor (project lead) who provides leadership for planning, developing, and implementing extremely complex, national-level public health programs in collaboration with local, state, other federal and/or international governments, various public, non-profit, private and health-related organizations. Providing support for establishing systematic methods for program execution and advocacy that include identification of objectives, evaluation criteria, and legal and regulatory compliance requirements.
- Supporting the development of public health messages with subject matter experts and preparing appropriate end-products for communicating public health information to target audiences. Coordinating and developing information and education materials on product problems such as press releases, talking papers, fact sheets to alert public or lay users about specific problems, and papers for presentation at conferences or meetings of professional organizations.
- Collaborating and supporting the team that is providing oversight and technical management of public health contracts, grants, or cooperative agreements addressing public health issues including, health promotion, minority health, women's health, reproductive health, adolescent health, service delivery and population-based initiatives

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related to ASH programs, operations, and special community endeavors to ensure completeness and conformity to the applicable statutes, policies and guidelines. Identifying inconsistencies and coordinating with program staff, awardees, or other appropriate officials resolving any issues that arise during review and oversight responsibilities. Aids the project lead in developing proposals, writing/negotiating scopes of work, and providing technical assistance and guidance to contractors and grantees, monitoring contract and grant performance, and evaluating interagency agreements, and cooperative agreements to ensure compliance with contract or grant deliverables or meeting the terms and conditions of Federal assistance.

- Reinforcing team projects with applicable support that are guided by the project lead who plans, manages or evaluates public health programs, projects, or studies activities associated with assigned public health programs to identify potential problem areas, formulate program responses, and recommend program improvements to address program problems that may adversely impact timelines or the successful completion of project plans and objectives. Health programs involved may be interdisciplinary in nature and involve external government organizations as well as non-governmental organizations from multiple sectors at the community, State, and national levels.
- Serving to equip teams and the Mentor in all instances, as they establish program standards, policies, strategies, goals, and evaluation plans to measure actual or potential effectiveness of current or projected public health programs in achieving stated objectives. Collecting and assisting in the interpretation of data and information from a variety of sources and preparing responses to inquiries and writing advanced issue and background papers, a variety of reports, program policies, proposals, and other substantive program documentation. Developing and helping to apply new or revised program methods, organizational structures, and technologies in order to carry out program objectives and frequently provides support to the Mentor in analyzing public health policies, programs, and statistical standards to advise senior management on effectiveness and efficiency of policies, operations, products, and services of the health program area(s) assigned.

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 HHS 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 Washington, DC, area. Participants do not become employees of HHS, DOE or the program administrator, and there are no employment-related benefits.

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Desired appointment start date: 5/1/2018

**Qualifications** Applicants must possess a Masters or Doctorate degree in Public Health or in the allied and health sciences.

- Knowledge of public health issues and concerns associated with the public health programs and initiatives for which the position is responsible to provide.
- Knowledge of public health program development concepts, process, administration.
- Knowledge of a wide range of qualitative methods (i.e., participant observation, direct observation, case studies, or unstructured interviewing) and quantitative methods (i.e., for the systematic empirical investigation of quantitative properties and phenomena and their relationships) to establish systematic methods for program execution and advocacy that include identification of objectives, evaluation criteria, and legal and regulatory compliance requirements.
- Knowledge of project management methods and team building techniques.
- Knowledge of contracting, grant making, and cooperative agreements.
- Knowledge of oral, written, and visual communication techniques, methods and skill.

**Eligibility** • **Citizenship:** U.S. Citizen Only

**Requirements** • **Degree:** Master's Degree or Doctoral Degree received within the last 60 month(s).

- **Discipline(s):**
  - **Communications and Graphics Design** ([1](#))
  - **Life Health and Medical Sciences** ([15](#))
  - **Social and Behavioral Sciences** ([8](#))