

Communicable Disease Intern Spring 2012

The intern will gain experience in data entry of reportable diseases. He/she will be able to demonstrate ability to develop educational programs and tools for the tuberculosis program. The intern will have the opportunity to work on process improvement plans by developing and revising forms used during the investigation of reportable diseases.

Essential Duties:

- Entry of reportable disease case information into the Access Data Base.
- Develop educational materials/programs to meet Community Health Service Plan objectives and strategies for tuberculosis services.
- Develop and revise current forms used for investigation of reportable diseases to promote process improvement.
- Assist Communicable Disease (CD) Team in the conduction of investigations of reportable diseases.
- Assist CD Team in preparing for monthly Tuberculosis/LTBI Clinic.
- Other duties as assigned

Experience and Qualifications:

- Undergraduate/Graduate student in Public Health or Health Information Management.
- Experience with Access software program highly desirable.
- Must possess excellent oral and written communication skills.
- Ability to work in a team environment and independently.

Additional Information:

- Adherence to agency rules and protocols regarding dress code, professionalism, confidentiality, etc.
- Intern must have transportation to and from Barren River District Health Dept.
- Student must be available 16 hours per week for a semester or completion of task.

Contact:

- E-mail your application, transcript, and letter of interest to matthewl.hunt@ky.gov. Upon receipt of your materials, you will receive a confirmation e-mail. You will be contacted promptly for an interview. To learn more about our agency, please visit our website at www.barrenriverhealth.org.