
Department of Health

TITLE: Program Assistant 1 (HSR Assistant) - 5 positions available

PROGRAM: Center for Emergency Preparedness and Response

ACCOUNT NUMBER: 2145142.02

DUTIES & RESPONSIBILITIES:

To provide administrative support for the implementation of the healthcare service region model for delivery of healthcare in RI during the H1N1 pandemic, focused primarily on vaccine administration and medical surge. Develop, edit, and maintain documents and tracking sheets, provide partner outreach, and support all additional activities as necessary as they pertain to state and regional planning and response efforts as part of HEALTH's comprehensive response to H1N1.

The funding for this position is determined by the needs, nature, and length of the RI Department of Health's response to the current H1N1 pandemic. This funding is limited to 07/30/10.

Minimum Qualifications:

Education: Bachelors degree from a college of recognized standing.

Experience: Employment in a professional position requiring strong program and administrative management skills, preferably in the field of public health. Excellent written and oral communication skills. Proficient in Microsoft Word, Excel and PowerPoint. Strong organizational skills. Ability to work independently.

Any combination of education and experience that shall be substantially similar to the above education and experience.

COMPENSATION:

Rate of Pay: \$16.56 per hour

Hours: 35 hours per week