

**Research Participation Program
U.S. Department of Health and Human Services
Office of the Secretary
Washington, DC**

**Office of Public Health and Science
DHHS OPHS 2009-0002**

A project is available in the Office of Public Health and Science (OPHS) within the Office of the Secretary (OS) at the U.S. Department of Health and Human Services (HHS) in Washington, DC.

OPHS provides leadership to the Nation on public health and science matters, and communicates on these subjects to the American people. OPHS is a Staff Division in HHS that performs both policy and program roles and is led by the Assistant Secretary for Health (ASH) whose chief interest is promoting, protecting, and improving the Nation's health. This role encompasses responsibilities as senior advisor for public health and science to the Secretary, thereby providing senior professional leadership on population-based public health and clinical preventive services, directing a variety of program offices housing essential public health activities, providing senior professional leadership across HHS on White House and special Secretarial initiatives involving public health and science, and guiding and providing technical assistance to the ten Regional Health Administrators. For additional information, please visit www.hhs.gov/ophs.

One of the responsibilities within OPHS is long-term community recovery following a natural disaster or other event. In the first days and weeks following a disaster, the immediate operational demands of the response are critical. However, planning for long-term recovery of the health and human services sector begins during the emergency response, becoming more prominent after immediate threats to health and well-being have been addressed. OPHS provides leadership and technical guidance in coordinating public health, medical, and human services recovery to assist an affected area's return to self-sufficiency.

The participant will gain experience in the development of various projects designed to support OPHS' leadership role in disaster recovery efforts.

Responsibilities

- Assist in the development of Standard Operating Procedures (SOP) for disaster recovery efforts for the Department.
- Assist in the development of training resources (manuals, guides, classes, etc.) for both headquarters and regional/field staff involved in disaster recovery at HHS.
- Assist the Recovery Working Group at HHS and various related sub-working groups.

- Assist in the development, implementation, and coordination of recovery policies and programs with HHS Offices and Operating Divisions, HHS Regional Offices, federal agencies, non-governmental organizations, and professional associations.

Requirements

A master's degree in public health or a related field is preferred. A bachelor's degree is required. Education or experience in public health preparedness, response, or recovery is preferred.

Applicant must demonstrate ability to work in a dynamic, fast-paced, team-oriented environment including exhibiting flexibility in response to changing situations. Applicant must demonstrate ability to present information, both orally and written, for various audiences in clear and concise formats. Strong organizational and management skills are required. A high degree of self-motivation and resourcefulness is preferred.

The appointment is for up to one year and may be renewed upon recommendation of OPHS and subject to availability of funds. The participant will receive a monthly stipend depending on background and experience. The participant must show proof of health and medical insurance. The appointment is full time at OPHS in Washington, DC. Participants do not become employees of HHS, OS, or OPHS or the program administrator and no fringe benefits are paid.

The Research Participation for OPHS is administered by the Oak Ridge Institute for Science and Education. To be considered, send a current resume, professional references, and writing sample to Debbie Alcorn via email at Debbie.Alcorn@orau.org or via fax at (865) 241-5219. Please reference Project #DHHS OPHS 2009-0002.