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| Project Title:  **Immunization Data Survey Lead & Communications Specialist** | | Semester(s):  Fall: Spring: Fall & Spring: Summer: | |
| Division or Program: Population Health & Communications | | Supervisor: Name | |
| Days Needed (check all that apply):  Monday:  Tuesday:  Wednesday:  Thursday:  Friday:  Fixed:  Flexible:  **Fixed schedule for January-February then flexible**  Anticipated Hours Per Week: TBD | | Location (check all that apply):  Charlottesville/Albemarle:  Fluvanna:  Louisa:  Greene:  Nelson: | |
| Start Date: 1/15/19 | End Date: May 2019 | | Number of Openings: 1 |
| Job Description:  **This internship is a two-part position  1) Immunization Data Survey Lead:** January – February. This has a specific project deadline (Feb 28) and requires work to be conducted in the office.  **2) Communications Specialist:** March – end of semester. This allows for a more flexible schedule and work can be done at home  **Immunization Data Survey Lead** (Jan-Feb) will be in responsible for conducting TJHD’s annual CoCASA Survey of Immunization Records. This is a project that should be completed within 60 hours and can last up to 6 weeks. This survey is authorized by section 22.1-271.2 of the Code of Virginia which allows the Virginia Department of Health (VDH) to randomly select public and private sites to participate in the survey. A random sample of kindergarten, middle school, day care, and head start immunization records will be selected to determine the percentage of children adequately immunized by elementary school entry, by sixth grade entry, and by aged two years for day cares and head starts. The Survey Lead will need work with each of the selected sites to collect their random sample of immunization records, de-identified with appropriate information provided. The Survey Lead will then enter the immunization records data into the CoCASA database and submit the data to VDH Division of Immunizations by February 28, 2018. This position requires communication with schools, some knowledge of immunizations, and willingness to learn about immunizations and CoCASA software. Training will be provided.  **Communications Specialist** (March-May) will provide support to TJHD’s Communications & Public Relations Lead to improve the promotion and accessibility of TJHD’s services. This person will help with redesigning and updating TJHD’s website content and other communication projects like developing health education materials (on a variety of public health topics), creating and possibly implementing creative public relations efforts to promote TJHD services, participating in community outreach efforts (such as health fairs and/or community STI testing events). This position may also work on other tasks related to the Improving Pregnancy Outcomes (IPO) coalition which is run by TJHD and may provide support on other projects for TJHD’s Population Health Team. | | | |
| Essential Duties/Experience:   * Conduct TJHD’s annual CoCASA Survey of Immunization Records - will need to reach out to the schools to collect the immunization records (which requires communication skills for sending letters and emailing and making phone calls) * Must be able to read immunization records and successfully enter all of the records data into the required database * Must be detail oriented, organized, and comfortable communicating with a variety of audiences via email, phone, and in person * Necessary training for the CoCASA survey database and TJHD website editing will be provide * Willingness and flexibility to work on multiple projects related to various public health programs is ideal * Experience with communications, marketing, public relations, website development, Microsoft Publisher is a plus | | | |

