



Region IV Public Health Training Center  
A MEMBER OF THE PUBLIC HEALTH LEARNING NETWORK  
Funded by the Health Resources & Services Administration

**Region IV Public Health Training Center**  
***Pathways to Practice Scholar* Field Placement Program**  
**South Carolina – Summer Scholar Position**

**AGENCY:** SC Department of Health and Environmental Control

**POSITION TITLE:** SC DHEC Intern

**LOCATION:** 2100 Bull Street, Columbia SC 29201

**STUDENT LOCATION:** 301 Gervais Street, Columbia SC 29201

**AGENCY WEBSITE:** [www.dhec.sc.gov](http://www.dhec.sc.gov)

**NUMBER OF POSITIONS AVAILABLE:** 1

**DESIRED START DATES:** SUMMER – June 15, 2019

\* Interested students should apply as soon as possible. Applications are reviewed and considered in the order they are received. Submit to Michelle Carvalho at [MLCARVA@emory.edu](mailto:MLCARVA@emory.edu).

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line.

**DESCRIPTION:** The following position is offered as a field placement through the Region IV Public Health Training Center (<http://www.sph.emory.edu/r4phtc>).

SCDHEC Mission: To improve the quality of life for all South Carolinians by protecting and promoting the health of the public and the environment.

SCDHEC is the state governmental public health agency of South Carolina. SCDHEC provides a wide array of public health and environmental services to residents and visitors to South Carolina.

**POSITION DESCRIPTION:** The South Carolina Department of Health and Environmental Control (DHEC) is completing its documentation to submit to the Public Health Accreditation Board as it completes its formal application to become an accredited governmental public health department. The target goal for final document submission is 9/30/19. Documents are being submitted and reviewed by over 50 staff, through an agency SharePoint site. Working with the Accreditation Coordinator, the summer semester student would provide support to the final accreditation preparation work by coordinating the final documentation and review process, following-up to any remaining issues, and in general ensuring that the work is on time and of excellent quality. The student will be expected to interact with a diverse group of professionals at DHEC, and will have opportunity to participate in the review process the agency will be conducting to ensure that its documentation reflects the best that DHEC can offer. The student will be exposed to various programs and staff from across the agency, reflecting the diversity of DHEC programming, in public health and environmental protection. In addition, the student will be expected to research what other accredited states have done to prepare for the PHAB site visit and develop a final set of recommendations for the agency to consider.

**THE STUDENT WILL HAVE THE OPPORTUNITY TO:**

- 1) Research and summarize lessons learned from other states regarding preparing for the accreditation site visit and make recommendations for DHEC to consider during this process.
- 2) Monitor the DHEC accreditation SharePoint site, coordinate final documentation submission and review.
- 3) Generate progress reports for use by stakeholders.

The student will be given a work space (i.e. desk, computer) for the duration of the internship.

**PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:**

- 1) Policy Development/Engagement
- 2) Analytic/Assessment

- 3) Communication
- 4) Leadership and Systems Thinking

**TRAVEL:** Student may travel to various DHEC buildings in Columbia, SC.

**POSITION TYPE:** Region IV Public Health Training Center Field Placements (for MPH/MSPH students)

**QUALIFICATIONS AND REQUIREMENTS TO APPLY:**

Candidates must be masters-level graduate public health from accredited schools and programs of public health located in Region IV PHTC states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Tennessee, and South Carolina. Students graduating in August 2019 can still apply, but must complete the program prior to graduation. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

Required skills for this position include:

- excellent communication skills (written and oral)
- facilitation skills
- ability to summarize information and present in writing and verbally in a cogent manner
- familiarity with strategic planning processes and methods; knowledge of foundational public health concepts (i.e. 10 essential public health services, 3 core functions, governmental public health evolution through today)

Preferred skills for this position include:

- knowledge of public health accreditation standards and measures
- experience with document management
- experience with SharePoint

Your cover letter should include the title of the position you are applying to and citizenship or permanent resident visa status. In your resume, include the name of your degree program, department, year of study (e.g. 1<sup>st</sup> year MPH student), and expected graduation date. Please send an unofficial transcript. Please include a writing sample when you apply.

**WORK AUTHORIZATION:** U.S. Citizen, Permanent U.S. Resident

Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible to apply for this position, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S.

**AWARD LEVEL:** \$3500 award

\* Note: Travel costs will not be covered by the program beyond the total \$3500 award.

**DURATION:** Approximately 10 weeks

**APPROXIMATE HOURS PER WEEK:** Approximately 20 hours (Total 200-400 hours)

*\*Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree's policies. If this work will be also be used as a graduation requirement, the student should verify those requirements and abide by their university policies.*

**IMPORTANT INFORMATION:** Please read the "Student Scholar Field Placement Guidebook" for more details about the Pathways to Practice Scholars Program and requirements. It is located on the Field Placements page of the Region IV PHTC website: <http://www.sph.emory.edu/r4phtc>.

**TO APPLY:** Please submit the required documents following specifications above (unofficial transcript, resume, and cover letter indicating the agency name and citizenship/visa status) to:

Michelle Carvalho, MPH, MCHES® - Program Manager  
Region IV Public Health Training Center - Rollins School of Public Health | Emory University  
Email: [MLCARVA@emory.edu](mailto:MLCARVA@emory.edu) | Phone: (404) 712-2606

\* PLEASE DO NOT CONTACT THE AGENCY DIRECTLY