



Region IV Public Health Training Center

A MEMBER OF THE PUBLIC HEALTH LEARNING NETWORK

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

AGENCY: Mississippi Department of Mental Health – Bureau of Behavioral Health– Addictive Services

POSITION TITLE: Mississippi Department of Health- Bureau of Behavioral Health Intern

LOCATION: 239 North Lamar Street, Suite 1101, Jackson, MS 39201

AGENCY WEBSITE: <http://www.dmh.ms.gov/>

NUMBER OF POSITIONS AVAILABLE: 2 (1 Summer Field Placement, 1 Fall Field Placement)

DESIRED START DATES: SUMMER – May 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.

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>).

The Mississippi Department of Mental Health (DMH) administers the public system of alcohol and drug use prevention and treatment services in Mississippi through the Bureau of Behavioral Health - Addictive Services office. These services are provided through a statewide network, which includes state-operated facilities, regional community mental health centers, and other nonprofit community-based programs. The Addictive Services office is responsible for establishing, maintaining, monitoring and evaluating a statewide system of alcohol and drug use services, including prevention, treatment and rehabilitation. DMH has designed a system of services for alcohol and drug use prevention and treatment reflecting its philosophy that alcohol and drug use is a treatable and preventable illness. The Department of Mental Health is committed to quality care, cost-effective services, and the health and welfare of individuals through the reduction of alcohol and other drug use

POSITION DESCRIPTION: The student may serve in a support role in the Addictive Services office's efforts to administer its federal State Opioid Response (SOR) grant, particularly in regards to gathering, analyzing and reporting data generated through services funded. The student may also serve in a support role of the Addictive Services, Prevention Services branch efforts to collect and analyze substance abuse youth and young adult data that are needed to guide substance abuse strategic planning and data driven decision making for individuals including children, adolescents, young adults, and older adults. The data are also collected for evaluation purposes to support the Strategic Prevention Framework-Partnership for Success discretionary grant and the Substance Abuse Block Grant for Prevention and Treatment services.

THE STUDENT WILL HAVE THE OPPORTUNITY TO:

1. Keep track of services data submitted monthly to DMH by providers funded through the SOR grant and/or Prevention Services branch.
2. Assist the SOR Project Director and Prevention Services Director in developing data reports required by SAMHSA.
3. Assist the SOR Project Director in his duties surrounding his representation on a state inter-agency opioid data collaborative.
4. Help the SOR Project Director and Prevention Services Director develop policy briefs and/or communication materials sharing information about the SOR and Prevention grants and services provided through them.

5. Assist as needed in an administrative role in administering the SOR and Prevention grants and services.

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

PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:

- 1) Policy Development/Engagement
- 2) Financial Planning/Management
- 3) Analytic/Assessment
- 4) Communication

TRAVEL: The student may occasionally have the opportunity to visit a treatment site in order to have a greater understanding of how services are provided to the populations that The Department of Mental Health services.

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, psychology, or sociology students 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 qualification/skills for this position include:

1. Experience with Word programs, PDF documents, PowerPoint, and Excel spreadsheets
2. Experience with healthcare data management
3. Familiarity with federal grant data reporting requirements
4. Familiarity with opioid addiction policies surrounding treatment and recovery

Preferred qualifications for this position include:

1. Financial/accounting skills
2. Experience with Power BI, Teams, SharePoint

Your cover letter should include the title of the position you are applying to, and citizenship or permanent resident visa status. Additionally at the top of your cover letter and in the subject line of your application materials, please include SU19 or FA19 to specify which semester you are interested in. You can also express availability/interest for either semester in the subject line. In your resume, include the name of your degree program, department, year of study (e.g. 1st year MPH student), and expected graduation date. Please send an unofficial transcript. In addition to a cover letter and resume, please provide a list of data reporting and analytical tools and programs of which you have used and have proficiency operating and understanding their functionality.

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 30-35 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, writing sample, 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 | Phone: (404) 712-2606

* PLEASE DO NOT CONTACT THE AGENCY DIRECTLY