



## Region IV Public Health Training Center

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

**AGENCY:** Florida Department of Health Monroe County

**POSITION TITLE:** Florida Department of Health Monroe County Intern

**LOCATION:** 1100 Simonton St, Key West, FL

**AGENCY WEBSITES:** [www.Monroe.floridahealth.gov](http://www.Monroe.floridahealth.gov)

**NUMBER OF POSITIONS AVAILABLE:** 1 (Summer 2025)

**DESIRED START DATES:** April/May 2025

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

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line. Please be specific in your email *and* cover letter.

#### **DESCRIPTION:**

The following position is offered as a field placement through the Region IV Public Health Training Center (<https://r4phtc.org/>).

*NOTE: This position will be conducted on a hybrid basis. The ideal student would be able to visit their preceptor for initial introduction and be able to meet in person with providers at least every week.*

The Florida Department of Health in Monroe County serves the residents of and visitors to the Florida Keys. DOH-Monroe maintains three sites from Key West to Tavernier, including three clinics, three community health services offices and an administrative center. Our Mission– To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

#### **POSITION DESCRIPTION:**

Over the past few years, the Florida Department of Health in Monroe County has been dedicated to enhancing communication and access to healthcare services, particularly by connecting residents to health providers. This initiative focuses on linking residents with providers across various specialties, including those who accept uninsured or underinsured patients.

Given that the Florida Keys span over 120 miles of islands, the Access to Care (ATC) app was launched to improve awareness of healthcare providers in the region. The ATC app, available as both a website and a smartphone application, allows users to search for healthcare providers, refine their search by specialty, insurance type, and availability of discounted rates for uninsured or underinsured patients.

Currently, healthcare providers and practice groups can sign up to be featured in the app. With approximately 300 healthcare providers serving Monroe County, the goal is to have at least 80% of these providers registered before the app is launched to the public. Achieving this target will maximize the app's effectiveness and ensure that residents have access to a comprehensive network of care, including specialty services.

The app is designed to be user-friendly, allowing residents to easily locate specific providers in their area. It also enables providers to update their information in real-time, including changes in practice status, insurance options, and patient intake capacity. The ATC app will be available in English, Spanish, and Haitian Creole, ensuring accessibility for a diverse population.

The student will lead the efforts to onboard healthcare providers to the ATC app. This role involves engaging providers through phone calls, emails, and in-person visits to encourage their participation. Using an existing spreadsheet of healthcare providers in the Florida Keys, the intern will work to ensure a high uptake of providers.

This internship offers a unique opportunity to contribute to an innovative healthcare solution that will ultimately benefit countless residents of the Florida Keys. By leveraging the Department's resources and the intern's proactive outreach, the ATC app aims to revolutionize healthcare access in the region.

#### **PREFERRED QUALIFICATIONS:**

- Excellent interpersonal and communication skills
- Public speaking skills
- Ability to juggle multiple tasks simultaneously

#### **REQUIRED QUALIFICATIONS:**

- Well-versed in Microsoft Office (Outlook, Word, and Excel)
- Typing speed at minimum 40 words per minute

#### **THE STUDENT WILL HAVE THE OPPORTUNITY TO ASSIST WITH THE FOLLOWING ACTIVITIES:**

1. Outreach to Healthcare Providers
  - a. Make phone calls, send emails, and conduct in-person visits to engage and persuade providers to sign up for the ATC app.
2. Data Management and Tracking
  - a. Maintain accurate records of provider contacts and their responses.
  - b. Track progress towards the goal of having 80% of healthcare providers signed up.
  - c. Update the spreadsheet with new information and ensure data integrity.
3. Assistance with Provider Onboarding
  - a. Guide providers through the signup process for the ATC app.
  - b. Assist providers in entering their information accurately into the app.
  - c. Offer technical support as needed to ensure a smooth onboarding experience.
4. Follow-up and Updates
  - a. Conduct follow-up communications with providers who have not yet signed up.
  - b. Remind providers to update their app profiles with changes in practice status, insurance options, or patient intake.
5. Feedback Collection and Reporting
  - a. Gather feedback from providers on their experience with the signup process and app functionality.
  - b. Report findings to the Florida Department of Health in Monroe County for continuous improvement of the ATC app.
6. Community Engagement

- a. Collaborate with local healthcare groups and community organizations to raise awareness about the ATC app.
- b. Participate in community events to promote the app and its benefits to both providers and residents.

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

1. Program Planning
2. Community Partnership/Engagement
3. Cross-sector Partnerships
4. Leadership and Systems Thinking/Strategic Thinking
5. Problem Solving
6. Effective Communication
7. Justice, Equity, Diversity, and Inclusion

**TRAVEL:** Yes (*The student will have the opportunity to meet with providers throughout Monroe County*).

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

**QUALIFICATIONS AND REQUIREMENTS TO APPLY:**

Preference will be given to masters or doctoral level public health graduate students. Will also consider graduate social work students and part-time students (graduate). Students must complete the program prior to graduation. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

- Please include a cover letter with the following:
  - The semesters you are applying for (Summer 2025)
  - The title of the position you are applying to
  - Citizenship or permanent resident visa status
- Please include a resume with the following:
  - The name and department of your degree program
  - Year of study
  - Expected graduation date
- Please also include the following with your application:
  - Unofficial transcript
  - Writing sample

**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:** \$3,500 award

\* Note: Travel costs will not be covered by the program beyond the total \$3,500 award.

**APPROXIMATE HOURS PER WEEK & DURATION:** Approximately 20-30 hours a week for 10-12 weeks.

*\*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 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: <https://r4phtc.org/field-placements/>

### **HOW TO APPLY**

Please submit the required documents following specifications above (**unofficial transcript, writing sample, resume, and cover letter indicating the agency name and citizenship/visa status**) to Elizabeth Kidwell, [elkidwell@emory.edu](mailto:elkidwell@emory.edu) with the subject line "**Summer 2025 Applicant: FL DOH Monroe**"

\*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY