



## Region IV Public Health Training Center

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

**AGENCY:** Kentucky Department of Public Health

**POSITION TITLE:** Kentucky Department of Public Health Intern

**LOCATION:** 275 East Main St Frankfort, Kentucky, 40621

**AGENCY WEBSITES:** <https://www.chfs.ky.gov/agencies/dph/Pages/default.aspx>

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

**DESIRED START DATES:** September 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 mostly remote with some in person opportunities in Frankfort and various locations through the state.*

The Kentucky Dept for Public Health is responsible for developing and operating state public health programs and activities for the citizens of Kentucky. The mission of DPH is to improve the health and safety of people in Kentucky through prevention, promotion and protection.

The department oversees programs designed to improve the lives of citizens and visitors through prevention of negative health outcomes, promotion of healthy lifestyles and protection from diseases, injury and environmental health impacts. DPH has almost 150 different programs to help Kentuckians become healthier in cooperation with its partners such as local health departments, universities, private providers, etc. To support many of these programs, the department relies on high-quality data to guide decision making at the state and local levels such as the Behavioral Risk Factor Surveillance System, Immunization Registry and Office of Vital Statistics.

#### **POSITION DESCRIPTION:**

The student will contribute to several key efforts, including the development and management of online Environmental Health Core Training Modules. This work involves supporting the launch of training content, tracking performance, troubleshooting issues, evaluating training effectiveness, and delivering data-informed reports to leadership.

The student will also play a role in planning and executing Environmental Health Regional Workshops held across the state. These workshops aim to gather insights from local and state stakeholders to strengthen environmental health programs. The student will assist with workshop facilitation, data

collection and analysis, reporting findings, and helping develop strategic action plans. Travel throughout Kentucky will provide valuable opportunities to engage directly with environmental health professionals.

Another area of focus is the implementation of the Kentucky Environmental Health Data System (KEHDS), a new platform designed to streamline environmental health data across the state. The intern will support training, evaluate user experiences, assist in resolving system issues, and contribute to the system's ongoing improvement.

In addition to these primary responsibilities, the student will have opportunities to learn about a wide range of environmental health initiatives, such as quality assurance, the Environmental Apprenticeship Program, the Legionella Response Team, outbreak response activities, and regulatory oversight of local programs. This internship offers a comprehensive introduction to environmental health practice and public health systems.

**REQUIRED QUALIFICATIONS:**

- Proficiency with Microsoft Office (Word, Excel, PPTX)
- Good Communication Skills both Oral and Written

**PREFERRED QUALIFICATIONS:**

- Analytic Skills
- Experience with evaluation Methodologies
- Data Aggregation skills
- Database Familiarity
- Proficiency with Canva or other document design software

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

- Learn about environmental health programs, policies, processes and partnerships and use this information to report on the various projects assigned.
- Assist in developing, launching and managing the Environmental Health Core Training Modules and assist with analyzing training data, identifying issues and providing written reports to leadership.
- Support the evaluation and reporting of five Environmental Health Regional Strategic Planning Workshops and assist in developing a plan of action for program improvements.
- Support the evaluation and reporting on the new release of KHEDS, evaluate and report on training sessions, and assist in developing correction actions related to any system issues.

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

1. Policy Development/Engagement
2. Program Planning
3. Budgeting and Financial Management
4. Community Partnership /Engagement
5. Cross-sector Partnerships
6. Problem Solving
7. Data Analytics/ Assessment/Data- based Decision Making
8. Effective Communication

**TRAVEL:** Yes *(The student may have the opportunity to travel to support regional workshops and training. Travel will be scheduled to support program goals and objectives.)*

**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. Undergraduate public health students may also be considered. [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 (Fall 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:
  - 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:** 15-20 hours a week for 14 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 (**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 **“Fall 2025 Applicant: KY DPH”**

\*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY