



Public Health Associate Program:

Eligibility

Host sites for the Public Health Associate Program¹ (PHAP) must be public health agencies including state, territorial, city, county and tribal entities as well as CDC Quarantine Stations. Applications were accepted only from eligible host sites.

Associates are assigned to work within the host sites' organizational environments under the terms of CDC's *Agreement to Detail Civil Service Employees* (linked on the CDC PHAP website). Consequently, host sites must have a signed copy of this document on file at CDC prior to the start date of the assigned Associate.

Host Site Requirements

The following program requirements apply to all host sites assignments:

1. Assignments will consist of two, one-year job assignments suitable for candidates possessing a recent bachelor's degree.² The assignments will involve implementing public health interventions at the community level in two of the public health program areas listed below:

Program Areas

- STD, TB and/or HIV
- Other Communicable Diseases
- Chronic Disease
- Environmental Health
- Public Health Preparedness
- Global Migration and Quarantine
- Injury Prevention
- Immunization
- Maternal and Child Health
- Other

² Although a bachelor's degree is the minimum requirement, some Associates may have a master's degree. This cannot be guaranteed.

2. Year 1 and Year 2 assignments must be in different program areas.³ A Position Description and Performance Appraisal Plan should be created for each one-year assignment to reflect work in the following eight Activity Areas:

Activity Areas

- Patient/client interaction to elicit or provide information
 - Investigation of public health problems and issues
 - Data collection, analysis and reporting
 - Surveillance activities
 - Public health education
 - Provision of public health services
 - Community involvement and partnership
 - Liaison with other public or private providers and partners
3. The activities of the Associate should relate to and support the development of defined PHAP competencies. The competencies reflect the program's mission to establish a pipeline of entry-level frontline public health professionals that, through training and field experience, are capable of meeting the public health workforce needs at the federal, state, local, tribal, and territorial levels. Therefore, a detailed plan to develop Associate competencies should be documented and noted in the application.
4. Host sites must assure the availability of an on-site host site supervisor to provide day-to-day direction for the Associate, interact with CDC PHAP supervisors, participate in the CDC PHAP Host Site Training, conduct Associate performance reviews, and develop a detailed Associate Development Plan. The host site supervisor should have direct responsibility over the functions to be performed by the Associate to assure that the Associate is provided the level of guidance, direction, performance assessment and training needed to perform the required job functions.
5. Financial support for work-related, in-state travel and training will be provided by the host site (or an appropriate state program) to enable the Associate to carry out assigned work and receive the training needed to work effectively in the local environment. Training provided by host sites will include both employment training (safety, security, information technology, standards of conduct, etc., in accordance with state/local requirements) and also program-specific training to enable and enhance work performance.
6. Host sites may apply for more than one Associate. A separate application must be completed for each proposed Associate.

³ Unless prior approval has been received from CDC.

Associate Name: Alisa Spieckeman

Host Site Name: Kittitas County Public Health Department

Public Health Associate Program: Responsibilities

CDC will, for each Associate:

- Pay the salary, benefits and other incidental expenses related to CDC requirements
- Complete all the performance plans and reviews
- Train on basic CDC policy and procedures
- Support the Associate for travel or other incidental expenses for all CDC required trainings
- Assign a CDC PHAP supervisor
- Share competency information with host site
- Build a training plan based upon competencies
- Plan and distribute information about monthly webinars and other training events
- Complete all supervisory and administrative requirements for Associates for CDC-related policies
- Maintain contact with the host site on PHAP administrative and Associate-related matters

The Host Site will, for each Associate:

- Provide day-to-day direct supervision
- Support all training directly related to the host site activities, including host site orientation and programmatic training; support includes covering all training costs and associated travel costs. Associates are expected to receive the same training that a local/state employee would receive in similar positions. All travel reimbursement should be paid in a timely manner.
- Support the training plan and build the Associate's skill set to meet the program competencies. Provide input on the monthly activity report
- Provide updates for mid-year and end-of-year performance appraisals to the CDC PHAP supervisor
- Provide all workplace supplies and incidentals, including but not limited to, a work station, computer, phone and required activity materials
- Work with CDC to allow the Associate access to CDC secure internet system through the host site computer network/firewall
- Attend any host site supervisor trainings and webinars, as able through local policy and work-time limitations
- Maintain contact with CDC on Associate-related matters and other health department matters that may impact the Associate or PHAP
- Participate in CDC site visits to the host site

To be signed and returned before the associate(s) starts assignment.

James R. Ward, Interim Administrator

Host Site Representative Signature/ Title

07/05/2012
Date