



Fellowship Name: Public Health Emergency Preparedness Fellowship

## Fellowship Details

**Host Site Organization Name:** Texas Department of State Health Services

**Host Site Division/Program:** Regional and Local Health Operations, Center for Health Emergency Preparedness and Response

**Host Site/Fellowship Location:** 1100 West 49<sup>th</sup> Street, Austin, Texas

**Host Site Workplace Setting:** Combination of onsite and virtual

**Workplace Setting Description:** CHEPR teleworks four days a week and in office on Wednesdays for collaboration.

**Public Health Core Disciplines:** Health Policy and Management Epidemiology

**Primary Fellowship Focus/Topics:** Public Health Emergency Preparedness and Response

## Fellowship Overview

### Host Site Mission

Our goal is to ensure a unified, operational public health and medical preparedness and response system in Texas. We do this by following the preparedness cycle of Planning, Training, and Exercise.

### Fellowship Projects

- Coordinate with the Preparedness Branch Manager and Planning Team Lead to revise, update, and finalize 1-2 Threat and Hazard Response Guides
- Coordinate with the Preparedness Branch Manager and Planning Team Lead to lead the update and development to a DSHS Preparedness and Response Standard Operating Guide or Annex
- Coordinate with the Preparedness Branch Manager and assigned Exercise Team member to co-lead the development, conduct, and evaluation of the DSHS State Medical Operations Center annual exercise

### Fellowship Deliverables

- Finalize at least one Threat and Hazard Response Guide o Final Draft of a DSHS Standard Operating Guide or DSHS Annex o Finalized objectives and Master Scenario Events List for the Exercise
- Meeting Minutes from at least 1 post-exercise hotwash meeting

### Fellowship Activities/Responsibilities

- Meet regularly with the Preparedness Branch Manager on assigned projects
- For each project, the fellow will be responsible for:
  - Establishing a workgroup for input on the plan or exercise to include identifying workgroup members in coordination with the Preparedness Branch Manager
  - Scheduling meetings for the workgroup
  - Establishing an agenda for the meeting
  - Running the meeting
  - Taking meeting notes and sending out post-meeting due outs via email to the workgroup
  - Actively writing the Standard Operating Guide, Annex, and/or exercise plan
  - Consolidating feedback and working to address any conflicts with feedback
- Peer-review documents for other team members
- If the fellow does not already possess these skills, they will develop and or strength the following skills:
  - Ability to establish goals and objectives
  - Ability to plan and conduct effective meetings
  - Skill in writing operational plans
  - Skill in evaluating public health and medical emergency response plans
  - Skill in problem identification, analysis, and resolution
  - Skill in accurate and effective written and oral communication
  - Skill in organizing and prioritizing a workload
  - Skill in managing and tracking multiple projects at different stages of development to meet deadlines

# 2025-26 Texas Public Health Fellowship

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## Salary and Benefits

**Annual Salary:** Tier 2, \$56,000

All fellows will be eligible for DSHS employee [benefits](#) including [health insurance](#) and leave.

## Travel

**Percent Travel:** 15%

**Travel Description:** The fellow may travel to another Public Health Region to shadow their program for a few days. They may also attend up to three conferences for continuing education. The TX Emergency Management Conference is in Fort Worth, the Preparedness Symposium is in Galveston, and the NACCHO Preparedness Summit will be out of state.

## Required Applicant Qualifications

*(The following qualifications are REQUIRED. Do NOT apply to this position unless you currently meet or plan to meet these requirements by the start of the Fellowship, June 1, 2025.)*

**Required certification/license:**

No requirement

**Ability to Speak in Spanish:**

No Requirement

**Ability to Write in Spanish:**

No Requirement

## Preferred Educational Qualifications

*(The following preferences are guidelines provided by the Host Site. These are NOT requirements. Host Sites prefer that applicants have completed or are currently working toward these.)*

**Preferred Level of Education:** Bachelor's Degree

## Preferred Specialized and Technical Skills

*(The following skills will be a focus during this Fellowship position. If you have or are interested in developing data analysis skills or building technical skills in the software listed below, this could be a good Fellowship position for you.)*

**Data Analysis Skills:**

Somewhat Skilled: has done Data Analysis in coursework, but not applied Data Analysis in the real world

**Statistical Software Skills:**

No Preference

**Statistical Software:**

No preference

**Other Software:**

No preference