

Health and Medical Intern

Division/Unit: Planning & Preparedness Health and Medical	OEM Supervisor: Amina Assefa
Project-based or Ongoing: Ongoing	Education Level: Undergraduate/Graduate
How many interns: 1	Length of Commitment: Semester
<p>Background: NYC OEM seeks an intern to assist the Health and Medical Unit with the management and organization of the Chempack Program. The intern will assist with the development of a training program for OEM staff and external stakeholders. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit as they come up.</p> <p>About Health and Medical: The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event planning, information sharing and partnership building. OEM works closely with NYC Department of Health and FDNY- EMS, in addition to several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's response activities in the Emergency Operations Center. The Health and Medical Unit is responsible for Chempack Program in NYC</p> <p>The goal of the Chempack Program is to allow "forward" placement of chemical/nerve agent antidotes to provide state and local governments as sustainable resource and improve their ability to respond quickly to a chemical agency attack. The forward placement of Chempack containers in various locations throughout NYC will expedite the delivery of additional medications to the locations that require them.</p>	
<p>Description of Project/ Intern Responsibilities: The intern will work with members of the Health and Medical Unit on the following objectives:</p> <ul style="list-style-type: none"> • Assist in Chempack training development and execution • Assist in scheduling and organizing training with external stakeholders • To generate a GPS program that can be downloaded to GPS unit • Assist in creating new training materials and blackberry notes • Working on additional projects to support the Health and Medical Unit 	
<p>Requirements/Special Skills Needed:</p> <ul style="list-style-type: none"> • Strong writing and verbal communication skills • Comfortable working with MS Word and Excel • Ability to work well independently • Strong level of professionalism • Strong attention to detail and organization • 15-20 hours a week for at least one semester <p style="margin-left: 40px;">This is an <u>unpaid</u> internship for the fall 2011 semester.</p> <p style="margin-left: 40px;">Background check is required.</p>	

Interested Applicants:

E-mail resume, cover letter and two writing samples to: jobs@oem.nyc.gov

Or mail to: HR Coordinator
NYC Office of Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201