

Health and Medical Intern

Division/Unit: Planning & Preparedness Health and Medical	Supervisor: Mordy Goldfeder
Number of Interns Needed: 1	Preferred Education Level: Undergraduate/Graduate
<p>Background on Project: 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 training and drills for OEM staff and external stakeholders. The intern will also have the opportunity to work on additional projects with the Health and Medical Unit such as updating the Health and Medical EOC Shelf-Kit.</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.</p> <p>The Health and Medical Unit is responsible for Chempack Program in NYC. The goal of the Chempack Program is to allow “forward” placement of chemical/nerve agent antidotes to provide a sustainable resource and improve their ability to respond quickly to a chemical incident.</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 attention to detail and organization • Strong writing and verbal communication skills • Comfortable working with MS Word and Excel • Ability to work well independently • Strong level of professionalism • 15-20 hours a week for at least one semester • Background check required <p>Intern may attend periodic meetings or trainings offsite using public transportation or OEM vehicle driven by an OEM employee.</p> <p>This is an <u>unpaid</u> internship for the spring 2012.</p>	

Interested Applicants:

E-mail resume and cover letter to: jobs@oem.nyc.gov

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