

## **Delta Regional Authority - Health Fellow**

The Delta Regional Authority (“DRA” or “the Agency”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA operates as a federal-state partnership and works with its local development districts by utilizing market-proven processes to improve economic outcomes and enhance the quality of life for the people in its region. DRA makes strategic investments of federal appropriations into projects supporting basic public infrastructure, transportation improvements, business development with an emphasis on entrepreneurship, and workforce development. Together, the Federal Co-Chairman – who is appointed by the President and confirmed by the U.S. Senate – the Alternate Federal Co-Chairman, and DRA’s Board of Governors, seek to foster local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and quality of life for Delta residents.

**JOB TITLE:** Health Fellow

**SUPERVISORY CONTROL:** This position reports directly to the Health Programs Manager. This position will also indirectly report to the Chief of Staff.

**POSITION LOCATION:** Little Rock, AR; Clarksdale, MS; or other location in a DRA state

**JOB SUMMARY:** The Health Fellow will support the Health Programs Manager with implementing key deliverables related to the agency’s health programs and initiatives, including: Delta Doctors, Delta Region Community Health Systems Development Program, and Innovative Readiness Training. The Fellow will also develop critical research on demographic, socioeconomic, and health-related indicators in the eight-state region.

The fellowship is anticipated to begin June 7 and conclude on August 31, 2021 with the option to extend at the full discretion of DRA. Adjustments to this schedule will be considered on a case by case basis.

### **DUTIES AND RESPONSIBILITIES**

- Support DRA staff with Innovative Readiness Training related tasks including application review, promotion planning, execution, and post-mission follow up.
- Assist community partners in addressing challenges and needs that develop during Innovative Readiness Training missions to maximize mission impact.
- Maintain Delta Doctors Program portal by entering data from source documents, verifying accuracy of previous data entered and reviewing corresponding reports for deficiencies or errors.
- Review Delta Region Community Health Systems Development Program reports and provide written summaries of key elements to the health programs team.
- Assist health programs team with quarterly board reports and annual state health reporting requirements.
- Provide administrative support to the health programs team and attend on-site and virtual meetings and events as needed.
- Prepare narrative and graphical reports of demographic and health outcomes data for the eight-state region and national baseline.

## QUALIFICATIONS

<b>Education</b>	<ul style="list-style-type: none"><li>• Enrollment in a BA, BS, or equivalent program in the health sciences, healthcare administration, political science, or public administration preferred.</li></ul>
<b>Experience/Skills</b>	<ul style="list-style-type: none"><li>• Proficient research and writing skills.</li><li>• Proficient public speaking and communication skills.</li><li>• Experience with Microsoft Office 365 and Google Workspace (formerly G Suite).</li></ul>
<b>Interests</b>	<ul style="list-style-type: none"><li>• Community and economic development</li><li>• Rural healthcare</li><li>• Health policy</li></ul>

## OTHER REQUIREMENTS

- Excellent analytical, organizational, and interpersonal skills.
- Demonstrated work ethic and willingness to serve a range of duties and responsibilities.
- Keen attention to detail, ability to multitask, perform analysis, and meet deadlines.
- Comfortable working in a fast-paced, deadline-oriented, dynamic environment with multiple ongoing responsibilities and high expectations for quality of work.
- Independent worker, collaborative team player, and problem solver.
- Willingness to travel with notice.

## PHYSICAL REQUIREMENTS

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel throughout the eight states of the DRA Region on a case-by-case basis and in accordance with CDC guidelines as it relates to COVID-19

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

**COMPENSATION:** \$12/hour for 25 hours per week

**HOW TO APPLY:** Submit a cover letter, resume, and three references to [jobs@dra.gov](mailto:jobs@dra.gov) with the subject line: Health Fellow. Applications must be received by Friday, May 28th at 5:00 PM CT.