

## Job Description

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**DEPT OF HEALTH/MENTAL HYGIENE**  
**Job Posting Notice**
**Job Details**

<b>Job ID:</b>	289623	<b># of Positions:</b>	1	
<b>Business Title:</b>	Medical Specialist, Bureau of Chronic Disease Prevention and Tobacco Control	<b>Title Code No:</b>	53039	<b>Level:</b> 02
<b>Civil Service Title:</b>	CITY MEDICAL SPECIALIST	<b>Proposed Salary Range:</b>	\$111,880.00 - \$119,893.00 (Annual)	
<b>Title Classification:</b>	Non-Competitive			
<b>Job Category:</b>	Health			
<b>Career Level:</b>	Experienced (non-manager)			
<b>Work Location:</b>	42-09 28th Street			
<b>Division/Work Unit:</b>	Chronic Disease Prevention			

**Job Description**

We are looking for a highly motivated and productive public health professional to be a part of an internationally-renowned bureau.

The Bureau of Chronic Disease Prevention and Tobacco Control spearheads programs and initiatives to reduce the burden of chronic diseases by addressing underlying risk factors, such as poor nutrition, physical inactivity and tobacco use. The Bureau aims to reduce the leading causes of preventable deaths through innovative environmental and systems changes and groundbreaking policies that promote healthy eating, physical activity, and tobacco control. The Bureau, which is part of the Division of Prevention and Primary Care, achieves its goals through implementing neighborhood and population-level programs with an emphasis on policy, systems, and environmental changes. Under the guidance of Senior Legal Counsel, but with wide latitude for the exercise of knowledge, judgment, and independent decision-making, the Medical Specialist will be responsible for playing a leadership role in contributing to and promoting a successful tobacco control program. The Medical Specialist will provide support to public health programs and policies designed to reduce the burden of tobacco use and chronic disease in New York City and champion health equity.

- Assist the Sr. Legal Counsel to lead the bureau's strategy for improving the clinical environment to address tobacco control.
- Help lead the promotion of comprehensive tobacco cessation through internal and external presentations.
- Contribute to bureau's involvement in division and agency strategic projects related to tobacco control and other areas as needed.
- Provide rigorous scientific and clinical content expertise and consultation to the tobacco policy and communications teams in the Bureau, as well as within the Agency and with external partners in the area of tobacco control.
- Provide technical assistance for the development of provider and patient educational and training materials.
- Identify and develop opportunities for collaboration with internal and external researchers and stakeholders.
- Collaborate with other Bureau physicians on implementing a systematic approach for evaluating scientific evidence related to programmatic content.
- Manage unit staff and process.
- Publish reports and peer-review manuscripts.

**Minimum Qual Requirements**

Possession of a valid license to practice medicine in the State of New York; and either:

- Valid Board Certification issued by the appropriate American Specialty Board in any specialty area required by the agency; or
- Current approved application on file for admission to the certifying examination given by the appropriate American Specialty Board in any specialty area required by the agency.

To be assigned to Assignment Level II, individuals must have, in addition to meeting the minimum qualification requirements for Assignment Level I described above, one year of satisfactory experience practicing in the specialty area.

To be assigned to Assignment Level III, individuals must possess:

- A valid license to practice medicine in the State of New York; and
- A Master's degree in Public Health, or equivalent Master's degree, including or supplemented by graduate credits in epidemiology and biostatistics. Completion of Epidemic Intelligence Service program of the Center for Disease Control and Prevention may be used to substitute for this Master's degree; and
- At least two years of satisfactory experience after receipt of the Master's degree, or equivalent, in the practice of epidemiology. Specialty Board Certification or eligibility may be substituted for one year of this experience.

To be assigned to Assignment Level IV, individuals must possess:

- A valid license to practice medicine in the State of New York; and
- Completion of an approved residency program in an accredited hospital, including three years of experience, in either internal medicine, or family practice, or pediatrics, or another related specialty area required by the Department of Health and Mental Hygiene; and
- Valid board certification or board eligibility issued by the appropriate American Subspecialty Board in Infectious Disease, Pulmonary Medicine, or a related subspecialty; and
- Completion of an approved fellowship program in an accredited hospital, including two years of experience, in either infectious diseases, or pulmonary medicine, or another related subspecialty required by the Department of Health and Mental Hygiene.

**Preferred Skills**

- Clinical experience and public health related training (MPH, MSc, or Ph.D.)
- Training as a Certified Tobacco Treatment Specialist (CTTS) is helpful
- Experience in public health practice, including management experience
- Expertise in clinical and scientific literature to further programmatic, policy, and media work in the area of tobacco control is essential
- Prior experience supervising and guiding the work of other staff
- Ability to handle multiple high-priority projects and assignments simultaneously, to shift fluidly among them, and to work independently, when necessary, towards creative problem solving
- Excellent analytical and reasoning skills; strong written and oral communication skills; superior interpersonal skills; broad medical knowledge and ability to communicate clinical concepts to non-clinical staff.

**Additional Information**

\*\*IMPORTANT NOTES TO ALL CANDIDATES:

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.

- Proof of Education according to the education requirements of the civil service title.
- Current Resume
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

**\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**To Apply**

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 289623.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**POSTING DATE:** 05/16/2017

**POST UNTIL:** 09/13/2017

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