

UCLA/Los Angeles County Public Health Department

Partnership for Tuberculosis Elimination

Bilingual (English/Spanish) Student Program Assistant

Introduction

UCLA and Los Angeles County Department of Public Health are launching a tuberculosis (TB) prevention pilot project. The goal of this project is to design and evaluate methods for extending TB preventive services to foreign-born persons in Los Angeles. A Student Program Assistant is sought to assist with project implementation as outlined below.

Job Description

- Conduct telephone interviews of providers and patients for program evaluation
- Provide case management for patients infected with tuberculosis by following up with physicians and patients regarding treatment initiation and completion
- Provide basic health education regarding TB
- Maintain strict confidentiality protocol
- Data entry
- 8 hours per week during academic year (up to 20 hours per week during summer)
- Present findings at local and national TB conferences as needed
- Contribute to data analysis and report writing as needed

Requirements:

- Fluency in English and Spanish
- Excellent people skills
- Reliable and dependable
- Flexibility in weekly schedule (some evening and/or weekend work may be needed)
- Willing to learn about tuberculosis prevention and public health outreach
- Prior experience with customer service or telephone-based survey administration preferred
- Prior coursework or knowledge of infectious diseases and/or public health preferred
- Knowledge and experience conducting literature searches on PubMed and other databases preferred
- Experience submitting and maintaining IRB approval preferred

To apply, please email a resume and cover letter to Dr. Sanghyuk Shin at sanghyukshin@mednet.ucla.edu.