



**Texas Health and Human Services
Texas Public Health Fellowship Host Site Applications FY25-26**

Request For Host Site Application
September 2024

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Chronic Disease Epidemiologist - Host Site Contact Information

1. What is the name of the local health department that will host the fellow?

Fort Bend County Health and Human Services

2. What is the name of the program or office that will host the fellow?

Epidemiology Division

3. What is the address of the local health department that will host the Fellow?

5855 Sienna Springs Way

Missouri City, TX 77459

4. Host Site Supervisor and Primary Contact Information

Supervisor First Name: Nicolette

Supervisor Last Name: Janoski

Supervisor Title: Epidemiology Division Manager

Supervisor Degree(s): MPH

Supervisor Year of Public Health Experience: 20 years

Supervisor Email Address: Nicolette.Janoski@fortbendcountytx.gov

Supervisor Phone Number: 832-600-9785

5. Please share contact information for a SECONDARY CONTACT at your health department. This individual will receive the same communication as the supervisor.

Secondary Contact First Name: Debbie

Secondary Contact Last Name: Figueroa-Colon

Secondary Contact Title: Epidemiologist II

Email Address: Debbie.Figueroa-Colon@fortbendcountytx.gov

Phone Number: 832-600-7876

6. List any other staff and their email addresses that would like to receive communication about the Fellowship.

Dr. Letosha Gale-Lowe, MD – Health Director and Local Health Authority

letosha.gale-lowel@fortbendcountytx.gov

Dr. Nichole Brathwaite-Dingle, MD, MPH – Deputy Medical Director

nichole.brathwaite-dingle@fortbendcountytx.gov

Ketan Inamdar, MS, MBA – Deputy Director of Operations, Finance and Social Programs

ketan.inamdar@fortbendcountytx.gov

Karri Halcomb, MPH – Special Projects Coordinator

karri.halcomb@fortbendcountytx.gov

Host Site Offerings

7. **WORKPLACE CULTURE.** Provide an example of how your workplace excels in creating and maintaining a supportive and healthy work environment? How would you integrate your fellow into this culture?

Limit your responses to 100 words.

FBC HHS Epidemiology tries to maintain a supportive and health work environment. The department offers one day of teleworking a week, mental health counseling through our employee assistance program, departmental town hall meeting and employee gyms within some of the county buildings.

8. **FELLOW SUPPORT PART I.** The Fellowship program is designed for early career professionals. Considering this, please provide, in detail, the ways in which you will continually provide support, mentorship, and supervision to your fellow. *Limit your response to 100 words.*

The supervisor will ensure that the Fellow is thoroughly oriented to the Health Communications, Equity and Engagement program and in general to the Health & Human Services as a whole. During the tenure of the Fellow, he/she will be invited to attend all pertinent division meetings and will be able to participate in trainings that become available during this time. The fellow will be educated on the role of epidemiology in the Local Health Department setting and will be working 100% on site/in-person with the staff of this program.

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- 9. FELLOW SUPPORT PART II.** If your program or office uses a hybrid work environment (staff telework part or all of the time), please describe how you will ensure their support while working remotely?

Limit your response to 100 words.

If you expect your fellow to be in the office 100% of the time, please enter n/a.

N/A

- 10. FELLOW SUPPORT PART III.** Describe a past experience supervising a fellow or early career professional. What strategies were successful in helping them achieve success? *Limit your response to 100 words.*

We have had a number of fellows and interns within Epidemiology. Generally, I have found setting clear goals, regular check-ins, mentorship, celebrating milestones and constructive feedback help to create a successful fellowship experience.

- 11. PROFESSIONAL DEVELOPMENT SUPPORT.** What professional development resources does your program, office, or health department plan to offer the fellow? **Limit your response to 100 words.**

Fort Bend County offers many training opportunities of a general employment nature and the Fellow will be able to take advantage of those to enhance their professional development. Whenever trainings are offered by the local health department or state and national trainings, webinars and reports are available the Fellow will be encouraged to take advantage of them.

- 12. RETENTION OPPORTUNITIES.** If the fellow is a great fit for your team, what is the likelihood your local health department would be able to hire the fellow after the one-year fellowship? **Limit your response to 100 words.**

The likelihood can vary depending on several factors. If the fellow demonstrates strong skills, a good work ethic and the ability to contribute to the team their chances are increased. If the department has open positions and sees a fit for the fellow's skills and experience, they are more likely to be hired.

Fellowship Description – Projects and Responsibilities

- 13. Please provide a short name for your fellowship that fellow applicants can use to identify your specific fellowship position.**

Chronic Disease Epidemiologist

- 14. Please describe the mission or primary goals of your local health department and the specific program or office that will host the fellow. Limit to 50 words.**

The Chronic Disease & Health Disparities Epidemiologist fellow will support programs to advance Fort Bend County public health outcomes and care delivery for patients with chronic diseases from underserved backgrounds. This position will help align the organization's services, community engagement, and infrastructure of the Public Health Accreditation Board (PHAB) Standards and Measures and the updated 10 Essential Public Health Services that place equity at the center.

- 15. Please describe the project or projects the fellow will work on during a fellowship with your team.**

Please limit to 100 words.

Under the Epidemiology Manager and the Epidemiologist II supervision and/or as part of various workgroups and teams, the Chronic Disease & Health Disparities Epidemiologist performs the following essential functions:

- Conduct data analysis, manuscript preparation, and career development (e.g., grant applications).
- Analyze for mortality data files, and chronic disease and mental health epidemiology
- Surveys community health indicators and accesses public health data sources to assist the epidemiology department with data needs
- Collaborates with other staff members to provide requested or required public health data and interpretation
- Develop reports and presentations to make public health data useful for internal and external dissemination
- Performs epidemiological and statistical analyses on variety of data, as requested, and prepares results for review

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- Participates in disease outbreak investigations and monitors the incidence of chronic illness conditions, disease risk factors, or other adverse health outcomes

16. Please list planned project deliverables for your fellow. *Limit to 50 words.*

The fellow be working on infant mortality trends and risk factors, racial and ethnic disparities in maternal child health outcomes, and Mortality trend within Fort Bend County. They will also be participating in the investigation and data collection of disease outbreaks.

17. Please describe responsibilities your fellow will have and tasks or skills they will learn to do during a fellowship with your team. *Limit to 200 words.*

The responsibilities, task and skills fellows are likely to gain consist of surveillance and monitoring diseases, outbreak investigation, health and communication reports, public health program evaluation, and gaining knowledge on public policies. They will gain skills in Epidemiological methods, data management and statistical software, infectious disease control, public health laws and ethics, grant writing and leadership and project management.

18. What are the sub-disciplines or subject matter areas that best describe your fellowship?

Please select **up to two**.

The Office of Practice and Learning will use this information to identify fellow candidates with interest that align with your program.

- ☐ Infectious Diseases
- ☐ Disease Surveillance
- ☐ Zoonosis Control
- ☒ Maternal Child Health
- ☐ Health Disparities
- ☐ Rural Communities
- ☐ Public Health Law
- ☐ Community Engagement
- ☐ Health Promotion
- ☐ Policy Development
- ☐ Financial Management
- ☐ Program Management
- ☐ Health Communication
- ☒ Others (please specify) Chronic Diseases

19. Please select the 1 or 2 public health core disciplines that BEST describe your fellowship.

Fellow applicants may use these categories to identify fellowships that best align with their training goals and career interests. The Office of Practice and Learning will use your ranked disciplines to ensure fellow applicants are matched well with your fellowship position.

- ☒ Biostatistics
- ☐ Environmental Health Services
- ☒ Epidemiology
- ☐ Health Policy and Management
- ☐ Social and Behavioral Sciences

20. What are the main skills area(s) or competencies your fellow will develop in a fellowship with your team? Please select **up to 3 skill areas** that **BEST** for your Fellowship position.

- ☒ Data Analytics and Assessment Skills
- ☒ Policy Development and Program Planning Skills
- ☐ Communication Skills
- ☐ Cultural Competency Skills
- ☐ Community Partnership Skills
- ☐ Management and Finance Skills
- ☐ Leadership and Systems Thinking Skills
- ☒ Public Health Sciences

21. Please rank the core disciplines you selected in the previous question with rank 1 being the discipline that BEST fits your fellowship position.

Rank 1: Biostatistics

Rank 2: Epidemiology

22. Please rank the skill areas you selected in the previous question with rank 1 being the skill area that BEST fits your fellowship position.

Rank 1: Data Analytics and Assessment Skills

Rank 2: Policy Development and Program Planning Skills

Rank 3: Public Health Sciences

Fellowship Description – Host Site Budget

Fellowship Local Health Department Budget	
Salary	\$46,800.00
Fringe	\$27,839.40
Travel	\$1,340.00
Equipment and Supplies	\$1,520.60
Indirect Costs	N/A
Fellowship Program Travel	\$2,500
TOTAL	\$80,000

23. Fellows Salary

Please enter details about the annual salary for your fellowship.

Salary Amount: \$46,800.00

Salary Description: Annual Salary at \$22.50 / hour

Salary Justification: Compensation for work effort provided to the program.

24. Fringe

Please enter details for fringe you'll need for your fellowship.

Fringe Amount: \$27,839.40

Fringe Description: Payroll Taxes @ 7.65% of Salary, Pension Contribution @ 13.10% of Salary, Workers Compensation and Unemployment @ 1% of Salary, Property and Casualty @ 2.8% of Salary, Health Insurance @16,350 per FTE/year

Fringe Justification: Payroll Taxes and Benefits applicable to a full-time employee.

25. Travel

Please enter details for travel associated with host site activities or fellow professional development. *This among SHOULD NOT include the \$2,500 for travel for Fellowship programming events.*

Travel Amount: \$1,340.00

Travel Description: Current mileage reimbursement rate @ \$0.67 / mile @ 2,000 miles

Travel Justification: Reimbursement for travel between program sites to accomplish tasks such as conducting field research, trainings, and collaborating with public health agencies.

26. Equipment and Supplied

Please enter details for the equipment and supplies you'll need to support your fellow.

Equipment and Supplies Amount: **\$1,520.60**

Equipment and Supplies Description: **Laptop, wireless mouse and keyboard, office supplies.**

Equipment and Supplies Justification: **Provide fellow with essential equipment for daily operations/tasks.**

27. Indirect Costs

Please enter details for indirect costs you'll need to support your fellow.

Indirect Amount: **\$0**

Indirect Description: **N/A**

Indirect Justification: **N/A**

Fellowship Description – Workplace Setting and % Travel

28. What will the workplace setting be for the fellow? Please consider the physical space needed to accommodate the fellow at your office that will be available during the Fellowship year (June 1, 2025 – May 31, 2026).

- ☐ 100% Remote/ Telework
- ☒ **100% Onsite/ In-person**
- ☐ A combination of Onsite and Remote/ Telework

29. Please describe the telework/remote work practices for your office or program. This information is for the benefit of the fellow applicant, so they can decide which Fellowship position are the best fit for them.

The position will be onsite only

30. What percent travel will your Fellow have?

Please write a number between 0 – 100%

<10%

31. Please describe the travel. What will the Fellow be doing while traveling? What are the general destinations for travel? Will the travel be local, regional? Enter n/a if there is no travel expected for your fellow.

Travel will be within Texas. DSHS Epidemiology Conference are usually located in Austin, TX.

32. Does your fellowship position ABSOLUTELY require a license or certification? For example, the Fellow MUST be a Registered Nurse to do the Fellowship, no exceptions?

- ☐ Yes
- ☒ **No**

Fellowship Description – Required Certifications or Licenses

33. What license or certification is necessary?

- ☐ Registered Nurse (RN)
- ☐ Licensed Master Social Worker (LMSW)
- ☐ Licensed Clinical Social Worker (LCSW)
- ☐ Community Health Worker (CHW)
- ☐ Community Health Education Specialist (CHES)
- ☐ Registered Sanitarian (RS)
- ☒ **Other (please specify) NA**

Fellowship Description – Preferred Skills

34. What is the preferred LEVEL of education you'd like your Fellow to have completed by the start of the Fellowship?

- ☐ Highschool diploma or GED
- ☐ Associates degree
- ☒ **Bachelors degree**
- ☒ **Masters degree**
- ☒ **Doctorate – PhD, DrPH**
- ☒ **Doctorate – MD, DO**

- 35. Please list any training, education, or interest you prefer the fellow have.** For example, for a fellowship with an epidemiology group, it may be important that the fellow have completed at least an introductory epidemiology course or be interested in pursuing a career as an epidemiologist. Leave blank if you do not have any preferred training, education, or interests.

Training/Coursework 1: Master or Bachelor Degree in Public Health, Epidemiology, Biostatistics, or Policy

Training/Coursework 2: Training in statistical software such as R

Training/Coursework 3: Ability to code and clean data

- 36. Other than statistical software, please list any specialized software you'd prefer the fellow have familiarity with or an interest in learning.** Leave blank if you have not preferred software familiarity.

Software 1: R Program

Software 2: Excel

Preferred Skills – Language Ability

- 37. Does your fellowship position require that the fellow be able to communicate in a language other than English?**

Please select the appropriate response below.

- ☐ Yes, the fellow needs to be able to communicate in Spanish.
- ☒ No, the fellow does not need to be able to communicate in a language other than English.
- ☐ Yes, the fellow needs to be able to communicate in the following language:

Please specify the language: [Click or tap here to enter text.](#)

Fellowship Description – Language Proficiency

- 38. What level of proficiency in SPEAKING in the language you specified would you prefer your fellow have?**

- ☐ **Native/Functionally Native:** Fellow can converse easily and accurately in all types of situations. Native speakers, including the highly educated, may think the Fellow is a native speaker, too.
- ☒ **Advanced:** Fellow can speak very accurately, and understands other speakers very accurately. Native speakers have no problem understanding the Fellow, but they probably perceive that they are not a native speaker.
- ☐ **Good:** Fellow can speak well enough to participate in most conversations. Native speakers notice some errors in the Fellow's speech or understanding, but the errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice many errors in the Fellow's speech or understanding.
- ☐ **Basic:** Fellow can speak the language imperfectly and only to a limited degree and in limited situations. The Fellow will have difficulty in or understanding extended conversations.

- 39. What level of proficiency in WRITING in the language you specified would you prefer your fellow have?**

- ☐ **Native/Functionally Native:** Fellow can write easily and accurately in all types of situations.
- ☒ **Advance:** Fellow can write very accurately. Native speakers can understand Fellow's writing.
- ☐ **Good:** Fellow can write well enough to communicate most information. Fellow may make some errors, but these errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can write and understand written language well enough to communicate about current events, work, family, or personal life.
- ☐ **Basic:** Fellow can write the language imperfectly and only to a limited degree and in limited situations.

Fellowship Description – Data Analysis

- 40. Does your fellowship position require that the Fellow be able to do data analysis?**

- ☒ Yes
- ☐ No

Fellowship Description – Data Analysis Proficiency

41. To what level of proficiency would you prefer your fellow be able to analyze data?

- ☐ **Basic Skills:** Fellow has some awareness or knowledge of data analysis
- ☒ **Somewhat Skilled:** Has done data analysis in coursework, but has not applied data analysis skills in the real world
- ☒ **Skilled:** Comfortable with their knowledge or ability to apply data analysis skills
- ☐ **Proficient:** Very comfortable applying data analysis skills, is an expert, or could teach data analysis skills to others.

42. Does the Fellow need to be able to use or develop skills in a specific type of statistical software (SAS, SPSS, etc.)? If yes, please name the software.

- ☐ No
- ☒ Yes. Please name the software(s). R Program and Excel

43. What degree of proficiency would you prefer the fellow to be able to use this statistical software at the start of the Fellowship?

- ☐ **Limited proficiency:** Has knowledge and interest in learning more, but little experience using the software
- ☐ **Somewhat proficient:** Has some experience using the software, but needs guidance or more training
- ☒ **Proficient:** Has ability to use software effectively with some support
- ☐ **Very Proficient:** Has broad skills in using the software and can use it independently

Host Site Agreement

44. As a Texas Public Health Fellowship Host Site, I understand that I have a responsibility to...

- Gain necessary approvals from my local health department's leadership.
- Support and supervise the fellow for the duration of the Fellowship (June 1, 2025 – May 31, 2026).
- Design and plan fellow's responsibilities, activities, and deliverables.
- Provide professional development and mentoring to fellow.
- Allow fellow to participate in professional development programming provided by the DSHS Office of Practice and Learning.
- Participate in various Host Site meetings and evaluation surveys.

Do you agree to complete the above list of items?

- ☒ Yes. I will be able to complete all items on the list.
- ☐ No. I will not be able to complete all of the items mentioned above.

45. Are you ready to submit your application? Once you select yes, the Office of Practice and Learning will begin reviewing your application.

- ☒ Yes. I will be able to complete all items on the list.

Community Health & Wellness Specialist - Host Site Contact Information

1. What is the name of the local health department that will host the fellow?

Fort Bend County Health and Human Services

2. What is the name of the program or office that will host the fellow?

Community Health & Wellness

3. What is the address of the local health department that will host the Fellow?

4520 Reading Road Suite A-100

Rosenberg, TX 77471

4. Host Site Supervisor and Primary Contact Information

Supervisor First Name: Gwendolyn

Supervisor Last Name: Sims

Supervisor Title: Division Manager, Community Health & Wellness

Supervisor Degree(s): BS in Human Nutrition and Foods; Master's in Education

Supervisor Years of Public Health Experience: 28

Supervisor Email Address: Gwendolyn.Sims@fortbendcountytexas.gov

Supervisor Phone Number: (281) 725-7334

5. Please share contact information for a SECONDARY CONTACT at your health department. This individual will receive the same communication as the supervisor.

Secondary Contact First Name: Barbara

Secondary Contact Last Name: Edwards

Secondary Contact Title: Manager, Mental Health Program

Email Address: Barbara.Edwards@fortbendcountytexas.gov

Phone Number: (832) 490-6128

6. List any other staff and their email addresses that would like to receive communication about the Fellowship.

Dr. Letosha Gale-Lowe, MD – Health Director and Local Health Authority

letosha.gale-lowelowe@fortbendcountytexas.gov

Dr. Nichole Brathwaite-Dingle, MD, MPH – Deputy Medical Director

nichole.brathwaite-dingle@fortbendcountytexas.gov

Ketan Inamdar, MS, MBA – Deputy Director of Operations, Finance and Social Programs

ketan.inamdar@fortbendcountytexas.gov

Karri Halcomb, MPH – Special Projects Coordinator

karri.halcomb@fortbendcountytexas.gov

Host Site Offerings

7. WORKPLACE CULTURE. Provide an example of how your workplace excels in creating and maintaining a supportive and healthy work environment? How would you integrate your fellow into this culture?

Limit your responses to 100 words.

In addition to our onsite Administrative Assistants/Coordinators, Fort Bend County's Risk Management department provides an onsite workout area at each of our facilities and shares a monthly wellness activity calendar (including physical activities, mindfulness, etc.). Our department holds quarterly townhall meetings coordinated by our employee-led PHORCE (Public-Health-Opportunity-Research-Collaborative-Engagement) Group. Our fellows are integrated into these efforts, and weekly check-ins allow supervisors to discuss with the fellows their ideas for improvement in this area and to determine whether their needs are being met.

8. **FELLOW SUPPORT PART I.** The Fellowship program is designed for early career professionals. Considering this, please provide, in detail, the ways in which you will continually provide support, mentorship, and supervision to your fellow. *Limit your response to 100 words.*

Early career professionals would benefit greatly from this fellowship opportunity in Community Health & Wellness. While we are a smaller and newer department, my years of experience has taught me to leave 'no stone unturned' when it comes to allowing public health professionals, whether they are fellows, interns, etc., to 'fly the plane while building it'. This allows the fellow to attend training in Fort Bend County as well as our neighboring Harris County which consists of two health departments. This would occur simultaneously while gaining experience working alongside staff with and in the community.

9. **FELLOW SUPPORT PART II.** If your program or office uses a hybrid work environment (staff telework part or all of the time), please describe how you will ensure their support while working remotely?

N/A

10. **FELLOW SUPPORT PART III.** Describe a past experience supervising a fellow or early career professional. What strategies were successful in helping them achieve success? *Limit your response to 100 words.*

I have supervised at least three Public Health Fellows from the Centers for Disease Control and Prevention (CDC) and other interns from colleges and universities.

Strategies that have been successful in helping early career professionals include: determining soon after onboarding what they hope to gain from the experience; Weekly 1:1 meeting; Encouraging fellows to provide honest feedback regarding areas of their experience to improve; Inclusion in our teams' meetings/work; Notetaking for team meetings and planning/coordinating the meetings; and encouraging them to work closely with others at the department and to explore areas outside of Community Health & Wellness.

11. **PROFESSIONAL DEVELOPMENT SUPPORT.** What professional development resources does your program, office, or health department plan to offer the fellow? *Limit your response to 100 words.*

As an academic health department, training opportunities are available with TEPHI, UT Health, and University of Houston. County-sponsored training includes Behavioral Health Services, Human Resources, Risk Management, and other community-serving organizations in and near Fort Bend County. Other trainings: HIPAA Privacy Training for Contractors and Volunteers, Data and Security, FEMA Course ICS 100/200, Human Trafficking, Recognizing, Reporting and Preventing Child Abuse, Introduction to Public Health 101, Application of the Public Health Science, Introduction to Quality Improvement in Public Health, Introduction to Public Health Surveillance, Addressing Health Equity, 3 Things to Know: Cultural Humility and Health Literacy for Public Health Professionals.

12. **RETENTION OPPORTUNITIES.** If the fellow is a great fit for your team, what is the likelihood your local health department would be able to hire the fellow after the one-year fellowship? *Limit your response to 100 words.*

While retention of the fellow will be dependent on the County-approved budget, grant funding opportunities and/or philanthropic donations, there is a strong possibility that the fellow can find employment in the Greater Houston area. Given my experience and vast number of connections to partners amongst different sectors, I can make significant recommendations as well as assist the fellow with local job opportunities if they are interested upon completion of the fellowship.

Fellowship Description – Projects and Responsibilities

13. Please provide a short name for your fellowship that fellow applicants can use to identify your specific fellowship position.

Community Health & Wellness Specialist

14. Please describe the mission or primary goals of your local health department and the specific program or office that will host the fellow. *Limit to 50 words.*

The mission of FBC HHS is to promote and protect the health and well-being of the residents of Fort Bend County. Helping to fulfill our department's mission, our Community Health & Wellness Division works on these departmental priorities Mental Health, Obesity, Heart Disease and Maternal Health.

15. Please describe the project or projects the fellow will work on during a fellowship with your team.

Please limit to 100 words.

- A. Conduct landscape analysis for Chronic Disease and Mental Health Services (Prevention/Management/Treatment) of the Community Health & Wellness Division**
- B. Create partnership/referral and resource checklist to enhance access to the division's services.**
 - List by sector
 - Identify potential new partners.
- C. Evaluate effectiveness of programming and education materials**
 - Documentation: Policies/Standard Operating Procedures for **Community Health & Wellness Division** programming/services.
 - Evaluate processes for **Community Health & Wellness Division** programs/services.
 - Review and provide feedback on current **Community Health & Wellness Division** collateral and recommend new materials.
- D. Research, analyze and make data driven recommendations for Maternal Health programming.**

16. Please list planned project deliverables for your fellow. Limit to 50 words

- A. Official Report: Community Health & Wellness Divisional Landscape
- B. Partnership Checklist for Community Health and Wellness (CHW) Chronic Disease and Mental Health Programs (Excel on a Shared Drive – *to be updated in real time*).
- C. Assessment/Recommendations for CHW programming, services, and collateral.
- D. Research Report/White Paper: Maternal Health

17. Please describe responsibilities your fellow will have and tasks or skills they will learn to do during a fellowship with your team. *Limit to 200 words.*

- **Participate in departmental meetings including, but not limited to the following: Chronic Disease Team, Mental Health Team, 1:1 with supervisor, planning, etc.**
 - **Learn:** plan, prioritize, implement, and evaluate community health programs/services.
- **Identify gaps (chronic disease prevention & management and mental health services provided vs. community need) per accessible data.**
 - **Learn:** Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), including its process and importance to improve community health.
- **Assist with provision of health education programming in selected communities.**
 - Assist staff in Community Health & Wellness with preparation for community events including but not limited to:
 - Printing flyers, setup, intake, process flow, and breakdown.
 - **Learn:** how to do community engagement and education.
- **Participate in Community Health Screening (Chronic Disease) – Learn:** to facilitate flow, how to take and interpret blood pressure and Hemoglobin A1C
- **Assist with clinical counseling at Mental Health Services' Office –Learn:** the importance of counseling to overall health, our local procedures and importance of mental health resources.
- **Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.**
 - **Learn:** how public health is integral in planning, preparing, and responding to disasters.

18. What are the sub-disciplines or subject matter areas that best describe your fellowship?

Please select **up to two**.

The Office of Practice and Learning will use this information to identify fellow candidates with interest that align with your program.

- ☐ Infectious Diseases
- ☐ Disease Surveillance
- ☐ Zoonosis Control
- ☐ Maternal Child Health
- ☐ Health Disparities
- ☐ Rural Communities
- ☐ Public Health Law
- ☐ Community Engagement
- ☒ [Health Promotion](#)
- ☐ Policy Development
- ☐ Financial Management
- ☐ Program Management
- ☒ [Health Communication](#)
- ☐ Others (please specify) [Click or tap here to enter text.](#)

19. Please select the 1 or 2 public health core disciplines that BEST describe your fellowship.

Fellow applicants may use these categories to identify fellowships that best align with their training goals and career interests. The Office of Practice and Learning will use your ranked disciplines to ensure fellow applicants are matched well with your fellowship position.

- ☐ Biostatistics
- ☐ Environmental Health Services
- ☐ Epidemiology
- ☒ [Health Policy and Management](#)
- ☒ [Social and Behavioral Sciences](#)

20. What are the main skills area(s) or competencies your fellow will develop in a fellowship with your team? Please select **up to 3 skill areas that BEST for your Fellowship position.**

- ☐ Data Analytics and Assessment Skills
- ☐ Policy Development and Program Planning Skills
- ☐ Communication Skills
- ☐ Cultural Competency Skills
- ☒ [Community Partnership Skills](#)
- ☐ Management and Finance Skills
- ☒ [Leadership and Systems Thinking Skills](#)
- ☒ [Public Health Sciences](#)

21. Please rank the core disciplines you selected in the previous question with rank 1 being the discipline that BEST fits your fellowship position.

Rank 1: Health Policy and Management

Rank 2: Social and Behavioral Sciences

22. Please rank the skill areas you selected in the previous question with rank 1 being the skill area that BEST fits your fellowship position.

Rank 1: Community Partnership Skills

Rank 2: Public Health Sciences

Rank 3: Leadership and Systems Thinking Skills

Fellowship Description – Host Site Budget

Fellowship Local Health Department Budget	
Salary	\$46,800.00
Fringe	\$27,839.40
Travel	\$1,340.00
Equipment and Supplies	\$1,520.60
Indirect Costs	N/A
Fellowship Program Travel	\$2,500
TOTAL	\$80,000

23. Fellows Salary

Please enter details about the annual salary for your fellowship.

Salary Amount: \$46,800.00

Salary Description: Annual Salary at \$22.50 / hour

Salary Justification: Compensation for work effort provided to the program.

24. Fringe

Please enter details for fringe you'll need for your fellowship.

Fringe Amount: \$27,839.40

Fringe Description: Payroll Taxes @ 7.65% of Salary, Pension Contribution @ 13.10% of Salary, Workers Compensation and Unemployment @ 1% of Salary, Property and Casualty @ 2.8% of Salary, Health Insurance @16,350 per FTE/year

Fringe Justification: Payroll Taxes and Benefits applicable to a full-time employee.

25. Travel

Please enter details for travel associated with host site activities or fellow professional development. *This amount SHOULD NOT include the \$2,500 for travel for Fellowship programming events.*

Travel Amount: \$1,340.00

Travel Description: Current mileage reimbursement rate @ \$0.67 / mile @ 2,000 miles

Travel Justification: Reimbursement for travel between program sites to accomplish tasks.

26. Equipment and Supplied

Please enter details for the equipment and supplies you'll need to support your fellow.

Equipment and Supplies Amount: \$1,520.60

Equipment and Supplies Description: Laptop, wireless mouse and keyboard, office supplies.

Equipment and Supplies Justification: Provide fellow with essential equipment for daily operations/tasks.

27. Indirect Costs

Please enter details for indirect costs you'll need to support your fellow.

Indirect Amount: \$0

Indirect Description: N/A

Indirect Justification: N/A

Fellowship Description – Workplace Setting and % Travel

28. What will the workplace setting be for the fellow? Please consider the physical space needed to accommodate the fellow at your office that will be available during the Fellowship year (June 1, 2025 – May 31, 2026).

☐ 100% Remote/ Telework

☒ 100% Onsite/ In-person

☐ A combination of Onsite and Remote/ Telework

29. Please describe the telework/remote work practices for your office or program. This information is for the benefit of the fellow applicant, so they can decide which Fellowship position are the best fit for them.

N/A

30. What percent travel will your Fellow have?

Please write a number between 0 – 100%

10%

31. Please describe the travel. What will the Fellow be doing while traveling? What are the general destinations for travel? Will the travel be local, regional? Enter n/a if there is no travel expected for your fellow.

Travel is related mostly to local within Fort Bend County but occasionally in Harris County to attend trainings. The 10% is average for weeks in which our team is in the community providing education, engagement, outreach, and some health services, including but not limited to community health screenings (Hemoglobin A1C screening and Blood pressure checks as well as counseling, health/nutrition education).

32. Does your fellowship position ABSOLUTELY require a license or certification? For example, the Fellow MUST be a Registered Nurse to do the Fellowship, no exceptions?

- ☐ Yes
☒ No

33. What license or certification is necessary?

- ☐ Registered Nurse (RN)
☐ Licensed Master Social Worker (LMSW)
☐ Licensed Clinical Social Worker (LCSW)
☐ Community Health Worker (CHW)
☐ Community Health Education Specialist (CHES)
☐ Registered Sanitarian (RS)
☒ Other (please specify) no license nor certification required

Fellowship Description – Preferred Skills

34. What is the preferred LEVEL of education you'd like your Fellow to have completed by the start of the Fellowship?

- ☐ Highschool diploma or GED
☐ Associates degree
☐ Bachelors degree
☒ Masters degree
☐ Doctorate – PhD, DrPH
☐ Doctorate – MD, DO

35. Please list any training, education, or interest you prefer the fellow have. For example, for a fellowship with an epidemiology group, it may be important that the fellow have completed at least an introductory epidemiology court or be interested in pursuing a career as an epidemiologists. Leave blank if you do not have any preferred training, education, or interests.

36. Other than statistical software, please list any specialized software you'd prefer the fellow have familiarity with or an interest in learning. Leave blank if you have not preferred software familiarity.

Software 1: Microsoft Office

Preferred Skills – Language Ability

37. Does your fellowship position require that the fellow be able to communicate in a language other than English?

Please select the appropriate response below.

- ☐ Yes, the fellow needs to be able to communicate in Spanish.
☒ No, the fellow does not need to be able to communicate in a language other than English.
☐ Yes, the fellow needs to be able to communicate in the following language:

Please specify the language: Click or tap here to enter text.

Fellowship Description – Language Proficiency

38. What level of proficiency in SPEAKING in the language you specified would you prefer your fellow have?

- ☐ **Native/Functionally Native:** Fellow can converse easily and accurately in all types of situations. Native speakers, including the highly educated, may think the Fellow is a native speaker, too.
- ☐ **Advanced:** Fellow can speak very accurately and understands other speakers very accurately. Native speakers have no problem understanding the Fellow, but they probably perceive that they are not a native speaker.
- ☒ **Good:** Fellow can speak well enough to participate in most conversations. Native speakers notice some errors in the Fellow's speech or understanding, but the errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice many errors in the Fellow's speech or understanding.
- ☐ **Basic:** Fellow can speak the language imperfectly and only to a limited degree and in limited situations. The Fellow will have difficulty in or understanding extended conversations.

39. What level of proficiency in WRITING in the language you specified would you prefer your fellow have?

- ☐ **Native/Functionally Native:** Fellow can write easily and accurately in all types of situations.
- ☒ **Advance:** Fellow can write very accurately. Native speakers can understand Fellow's writing.
- ☐ **Good:** Fellow can write well enough to communicate most information. Fellow may make some errors, but these errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can write and understand written language well enough to communicate about current events, work, family, or personal life.
- ☐ **Basic:** Fellow can write the language imperfectly and only to a limited degree and in limited situations.

Fellowship Description – Data Analysis

40. Does your fellowship position require that the Fellow be able to do data analysis?

- ☐ Yes
- ☒ No

Fellowship Description – Data Analysis Proficiency

41. To what level of proficiency would you prefer your fellow be able to analyze data?

- ☐ **Basic Skills:** Fellow has some awareness or knowledge of data analysis
- ☒ **Somewhat Skilled:** Has done data analysis in coursework, but has not applied data analysis skills in the real world
- ☐ **Skilled:** Comfortable with their knowledge or ability to apply data analysis skills
- ☐ **Proficient:** Very comfortable applying data analysis skills, is an expert, or could teach data analysis skills to others.

42. Does the Fellow need to be able to use or develop skills in a specific type of statistical software (SAS, SPSS, etc.)? If yes, please name the software.

- ☒ No
- ☐ Yes. Please name the software(s). [Click or tap here to enter text.](#)

43. What degree of proficiency would you prefer the fellow to be able to use this statistical software at the start of the Fellowship?

- ☒ **Limited proficiency:** Has knowledge and interest in learning more, but little experience using the software
- ☐ **Somewhat proficient:** Has some experience using the software, but needs guidance or more training
- ☐ **Proficient:** Has ability to use software effectively with some support
- ☐ **Very Proficient:** Has broad skills in using the software and can use it independently

Host Site Agreement

44. As a Texas Public Health Fellowship Host Site, I understand that I have a responsibility to...

- Gain necessary approvals from my local health department's leadership.
- Support and supervise the fellow for the duration of the Fellowship (June 1, 2025 – May 31, 2026).
- Design and plan fellow's responsibilities, activities, and deliverables.
- Provide professional development and mentoring to fellow.
- Allow fellow to participate in professional development programming provided by the DSHS Office of Practice and Learning.
- Participate in various Host Site meetings and evaluation surveys.

Do you agree to complete the above list of items?

- ☒ Yes. I will be able to complete all items on the list.
- ☐ No. I will not be able to complete all of the items mentioned above.

45. Are you ready to submit your application? Once you select yes, the Office of Practice and Learning will begin reviewing your application.

- ☒ Yes. I will be able to complete all items on the list.

Environmental Epidemiologist - Host Site Contact Information

1. What is the name of the local health department that will host the fellow?

Fort Bend County Health and Human Services

2. What is the name of the program or office that will host the fellow?

Environmental Health

3. What is the address of the local health department that will host the Fellow?

4520 Reading Rd, Suite A-800
Rosenberg, TX 77471

4. Host Site Supervisor and Primary Contact Information

Supervisor First Name: Michael

Supervisor Last Name: Schaffer

Supervisor Title: Director, Environmental Health

Supervisor Degree(s): AA- Business Administration, BA – Business Administration, MBA – Masters in Business Administration, AA – Computer Science, BA – Accounting

Supervisor Years of Public Health Experience: 14

Supervisor Email Address: michael.schaffer@fortbendcountytexas.gov

Supervisor Phone Number: 713-299-9402

5. Please share contact information for a SECONDARY CONTACT at your health department. This individual will receive the same communication as the supervisor.

Secondary Contact First Name: Crystal

Secondary Contact Last Name: Hernandez

Secondary Contact Title: Administra

Email Address: crystal.hernandez@fortbendcountytexas.gov

Phone Number: 281-238-3530

6. List any other staff and their email addresses that would like to receive communication about the Fellowship.

Dr. Letosha Gale-Lowe, MD – Health Director and Local Health Authority

letosha.gale-lowelowe@fortbendcountytexas.gov

Dr. Nichole Brathwaite-Dingle, MD, MPH – Deputy Medical Director

nichole.brathwaite-dingle@fortbendcountytexas.gov

Ketan Inamdar, MS, MBA – Deputy Director of Operations, Finance and Social Programs

ketan.inamdar@fortbendcountytexas.gov

Karri Halcomb, MPH – Special Projects Coordinator

karri.halcomb@fortbendcountytexas.gov

Host Site Offerings

7. **WORKPLACE CULTURE.** Provide an example of how your workplace excels in creating and maintaining a supportive and healthy work environment? How would you integrate your fellow into this culture?

Limit your responses to 100 words.

Environmental Health (EH) prides itself in promoting and maintaining a work environment that fosters comradery, encourages education and training, and provides support at both peer-to-peer and supervisor-to-peer levels. The fellow would be welcomed into our EH team, beginning with learning about our role in supporting public health within the Environmental Health arena and then migrating to contribute to our policies, procedures, analytics, workflows, and other project tasks.

8. **FELLOW SUPPORT PART I.** The Fellowship program is designed for early career professionals. Considering this, please provide, in detail, the ways in which you will continually provide support, mentorship, and supervision to your fellow. *Limit your response to 100 words.*

The fellow will report directly to the Director of Environmental Health and be assigned to different areas of the department. In addition to daily interactions, there will be scheduled one-on-ones to ensure the fellow receives guidance, feedback, and open dialogue on projects, providing clear direction and support.

- 9. FELLOW SUPPORT PART II.** If your program or office uses a hybrid work environment (staff telework part or all of the time), please describe how you will ensure their support while working remotely?

N/A

- 10. FELLOW SUPPORT PART III.** Describe a past experience supervising a fellow or early career professional. What strategies were successful in helping them achieve success?

The fellows I had the opportunity to host left with a good understanding of the topics they worked on and a sense of pride and ownership in their final work products. Feedback from past fellows highlighted that they were provided with the necessary tools and resources to fulfill their tasks and deliver great work products. The delivered products are integrated into normal operations, reflect current statuses, analyze read data for informed decision-making, and ultimately allow fellows to showcase their accomplishments at the end of the fellowship.

- 11. PROFESSIONAL DEVELOPMENT SUPPORT.** What professional development resources does your program, office, or health department plan to offer the fellow? **Limit your response to 100 words.**

The fellow is provided with the necessary training along with the opportunity to ask questions, as this would be new to them. An open-door policy, guidance/access to needed information, and constant, consistent feedback will support their success in the assignments given.

- 12. RETENTION OPPORTUNITIES.** If the fellow is a great fit for your team, what is the likelihood your local health department would be able to hire the fellow after the one-year fellowship? **Limit your response to 100 words.**

The answer would depend on their short and long-term goals. There may definitely be opportunities after the fellowship, and this experience would provide them with the skill set to pursue them. I can say that one fellow was hired full-time in another area. Nothing is ever guaranteed, but it is certainly possible.

Fellowship Description – Projects and Responsibilities

We will use your responses to the following questions to generate a fellowship description. Fellow applicants will use your description to understand what the fellowship with your team will be like, and what they might be doing.

Please use plain language in your responses.

- 13. Please provide a short name for your fellowship that fellow applicants can use to identify your specific fellowship position.**

Environmental Health Fellowship

- 14. Please describe the mission or primary goals of your local health department and the specific program or office that will host the fellow. Limit to 50 words.**

FBC HHS' mission is to promote and protect the health and well-being of the residents of Fort Bend County. The mission of Environmental Public Health is to advance policies and programs to protect the public's health through education, outreach, monitoring and enforcement related to food safety, water safety, on-site sewage, neighborhood nuisance, solid waste, and mosquito/vector control.

- 15. Please describe the project or projects the fellow will work on during a fellowship with your team.**

Please limit to 100 words.

Projects will relate to our Food Safety Program, Vector Control Program, Pool Program, and other various assignments in Environmental Health.

- 16. Please list planned project deliverables for your fellow. Limit to 50 words.**

- Policies
- Standard Operating Procedures
- Key Performance Indicators
- Outreach Material based on research and evidence findings.
- Data Analysis and Trending Reports
- Workflows

17. Please describe responsibilities your fellow will have and tasks or skills they will learn to do during a fellowship with your team. Limit to 200 words.

- Food Safety Program related education, training and hands on activities that would include:
 - Basic Food Law both local regulations and state statutes, specifically the Texas Food Establishment Rules. Familiarity with the 2017 FDA food code.
 - How to conduct an Inspection and look for Foodborne Illness related violations.
 - Report Issues & Observations
 - Collecting Surveillance Data
 - Beginning and Expanding Investigations
 - Conducting Food Hazard and Illness Reviews that would ensure collaboration between Environmental Health and Epidemiology.
 - Foodborne Illness
 - Epidemiological Statistics
 - Research, Presentations and Report writing.
- Mosquito and Vector education, training and hands on activities that would include:
 - Understanding Zoonotic diseases, specifically vectorborne diseases
 - Research, understand and add value to our Insecticide Resistant Management Plan
 - Contributing towards sustaining effective communication, advice, and support of activities that may reduce risk of infection of arboviruses.
 - May assist with monitoring state and federal alerts related to existing or emerging arboviruses.
 - Review, research and make recommendations to current planning documents.
 - Assist with strategies to educate and conduct outreach to the public regarding safety precautions.
- Pool
 - Understanding waterborne illnesses and the impacts on our community as well as relay findings for publications.

18. What are the sub-disciplines or subject matter areas that best describe your fellowship? Please select **up to two**.

The Office of Practice and Learning will use this information to identify fellow candidates with interest that align with your program.

- ☐ Infectious Diseases
- ☒ Disease Surveillance
- ☐ Zoonosis Control
- ☐ Maternal Child Health
- ☐ Health Disparities
- ☐ Rural Communities
- ☐ Public Health Law
- ☐ Community Engagement
- ☐ Health Promotion
- ☒ Policy Development
- ☐ Financial Management
- ☐ Program Management
- ☐ Health Communication
- ☐ Others (please specify) [Click or tap here to enter text.](#)

19. Please select the 1 or 2 public health core disciplines that BEST describe your fellowship.

Fellow applicants may use these categories to identify fellowships that best align with their training goals and career interests. The Office of Practice and Learning will use your ranked disciplines to ensure fellow applicants are matched well with your fellowship position.

- ☐ Biostatistics
- ☒ Environmental Health Services
- ☒ Epidemiology
- ☐ Health Policy and Management
- ☐ Social and Behavioral Sciences

20. What are the main skills area(s) or competencies your fellow will develop in a fellowship with your team? Please select **up to 3 skill areas** that **BEST** for your Fellowship position.

- ☒ Data Analytics and Assessment Skills
- ☒ Policy Development and Program Planning Skills
- ☐ Communication Skills
- ☐ Cultural Competency Skills
- ☐ Community Partnership Skills
- ☐ Management and Finance Skills
- ☐ Leadership and Systems Thinking Skills
- ☒ Public Health Sciences

21. Please rank the core disciplines you selected in the previous question with rank 1 being the discipline that BEST fits your fellowship position.

Rank 1: Epidemiology

Rank 2: Environmental Health Sciences

22. Please rank the skill areas you selected in the previous question with rank 1 being the skill area that BEST fits your fellowship position.

Rank 1: Data Analytics and Assessment Skills

Rank 2: Public Health Sciences

Rank 3: Policy Development and Program Planning Skills

Fellowship Description – Host Site Budget

Fellowship Local Health Department Budget	
Salary	\$46,800.00
Fringe	\$27,839.40
Travel	\$1,340.00
Equipment and Supplies	\$1,520.60
Indirect Costs	N/A
Fellowship Program Travel	\$2,500
TOTAL	\$80,000

23. Fellows Salary

Please enter details about the annual salary for your fellowship.

Salary Amount: \$46,800.00

Salary Description: Annual Salary at \$22.50 / hour

Salary Justification: Compensation for work effort provided to the program.

24. Fringe

Please enter details for fringe you'll need for your fellowship.

Fringe Amount: \$27,839.40

Fringe Description: Payroll Taxes @ 7.65% of Salary, Pension Contribution @ 13.10% of Salary, Workers Compensation and Unemployment @ 1% of Salary, Property and Casualty @ 2.8% of Salary, Health Insurance @16,350 per FTE/year

Fringe Justification: Payroll Taxes and Benefits applicable to a full-time employee.

25. Travel

Please enter details for travel associated with host site activities or fellow professional development. *This among SHOULD NOT include the \$2,500 for travel for Fellowship programming events.*

Travel Amount: \$1,340.00

Travel Description: Current mileage reimbursement rate @ \$0.67 / mile @ 2,000 miles

Travel Justification: Reimbursement for travel between program sites to accomplish tasks.

26. Equipment and Supplied

Please enter details for the equipment and supplies you'll need to support your fellow.

Equipment and Supplies Amount: \$1,520.60

Equipment and Supplies Description: Laptop, wireless mouse and keyboard, office supplies.

Equipment and Supplies Justification: Provide fellow with essential equipment for daily operations/tasks.

27. Indirect Costs

Please enter details for indirect costs you'll need to support your fellow.

Indirect Amount: \$0

Indirect Description: N/A

Indirect Justification: N/A

Fellowship Description – Workplace Setting and % Travel

28. What will the workplace setting be for the fellow? Please consider the physical space needed to accommodate the fellow at your office that will be available during the Fellowship year (June 1, 2025 – May 31, 2026).

- ☐ 100% Remote/ Telework
- ☒ 100% Onsite/ In-person
- ☐ A combination of Onsite and Remote/ Telework

29. Please describe the telework/remote work practices for your office or program. This information is for the benefit of the fellow applicant, so they can decide which Fellowship position are the best fit for them.

N/A

30. What percent travel will your Fellow have?

Please write a number between 0 – 100%

>5%

31. Please describe the travel. What will the Fellow be doing while traveling? What are the general destinations for travel? Will the travel be local, regional? Enter n/a if there is no travel expected for your fellow.

Travel within the County

32. Does your fellowship position ABSOLUTELY require a license or certification? For example, the Fellow MUST be a Registered Nurse to do the Fellowship, no exceptions?

- ☐ Yes
- ☒ No

Fellowship Description – Required Certifications or Licenses

33. What license or certification is necessary?

- ☐ Registered Nurse (RN)
- ☐ Licensed Master Social Worker (LMSW)
- ☐ Licensed Clinical Social Worker (LCSW)
- ☐ Community Health Worker (CHW)
- ☐ Community Health Education Specialist (CHES)
- ☐ Registered Sanitarian (RS)
- ☒ Other (please specify) No licenses required

Fellowship Description – Preferred Skills

34. What is the preferred LEVEL of education you'd like your Fellow to have completed by the start of the Fellowship?

- ☐ Highschool diploma or GED
- ☐ Associates degree
- ☐ Bachelors degree
- ☒ Masters degree
- ☐ Doctorate – PhD, DrPH
- ☐ Doctorate – MD, DO

35. **Please list any training, education, or interest you prefer the fellow have.** For example, for a fellowship with an epidemiology group, it may be important that the fellow have completed at least an introductory epidemiology course or be interested in pursuing a career as an epidemiologist. Leave blank if you do not have any preferred training, education, or interests.

Training/Coursework 1: Coursework in Epidemiology

Training/Coursework 2: Coursework in Public Health

36. **Other than statistical software, please list any specialized software you'd prefer the fellow have familiarity with or an interest in learning.** Leave blank if you have not preferred software familiarity.

Preferred Skills – Language Ability

37. **Does your fellowship position require that the fellow be able to communicate in a language other than English?**

Please select the appropriate response below.

- ☐ Yes, the fellow needs to be able to communicate in Spanish.
- ☒ **No, the fellow does not need to be able to communicate in a language other than English.**
- ☐ Yes, the fellow needs to be able to communicate in the following language:

Please specify the language: [Click or tap here to enter text.](#)

Fellowship Description – Language Proficiency

38. **What level of proficiency in SPEAKING in the language you specified would you prefer your fellow have?**

- ☐ **Native/Functionally Native:** Fellow can converse easily and accurately in all types of situations. Native speakers, including the highly educated, may think the Fellow is a native speaker, too.
- ☐ **Advanced:** Fellow can speak very accurately, and understands other speakers very accurately. Native speakers have no problem understanding the Fellow, but they probably perceive that they are not a native speaker.
- ☒ **Good:** Fellow can speak well enough to participate in most conversations. Native speakers notice some errors in the Fellow's speech or understanding, but the errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice many errors in the Fellow's speech or understanding.
- ☐ **Basic:** Fellow can speak the language imperfectly and only to a limited degree and in limited situations. The Fellow will have difficulty in or understanding extended conversations.

39. **What level of proficiency in WRITING in the language you specified would you prefer your fellow have?**

- ☐ **Native/Functionally Native:** Fellow can write easily and accurately in all types of situations.
- ☒ **Advance:** Fellow can write very accurately. Native speakers can understand Fellow's writing.
- ☐ **Good:** Fellow can write well enough to communicate most information. Fellow may make some errors, but these errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can write and understand written language well enough to communicate about current events, work, family, or personal life.
- ☐ **Basic:** Fellow can write the language imperfectly and only to a limited degree and in limited situations.

Fellowship Description – Data Analysis

40. Does your fellowship position require that the Fellow be able to do data analysis?

- ☒ Yes
- ☐ No

Fellowship Description – Data Analysis Proficiency

41. **To what level of proficiency would you prefer your fellow be able to analyze data?**

- ☐ **Basic Skills:** Fellow has some awareness or knowledge of data analysis
- ☒ **Somewhat Skilled:** Has done data analysis in coursework, but has not applied data analysis skills in the real world
- ☐ **Skilled:** Comfortable with their knowledge or ability to apply data analysis skills
- ☐ **Proficient:** Very comfortable applying data analysis skills, is an expert, or could teach data analysis skills to others.

42. Does the Fellow need to be able to use or develop skills in a specific type of statistical software (SAS, SPSS, etc.)? If yes, please name the software.

- ☒ No
☐ Yes. Please name the software(s). [Click or tap here to enter text.](#)

43. What degree of proficiency would you prefer the fellow to be able to use this statistical software at the start of the Fellowship?

- ☒ **Limited proficiency:** Has knowledge and interest in learning more, but little experience using the software
☐ **Somewhat proficient:** Has some experience using the software, but needs guidance or more training
☐ **Proficient:** Has ability to use software effectively with some support
☐ **Very Proficient:** Has broad skills in using the software and can use it independently

Host Site Agreement

44. As a Texas Public Health Fellowship Host Site, I understand that I have a responsibility to...

- Gain necessary approvals from my local health department's leadership.
- Support and supervise the fellow for the duration of the Fellowship (June 1, 2025 – May 31, 2026).
- Design and plan fellow's responsibilities, activities, and deliverables.
- Provide professional development and mentoring to fellow.
- Allow fellow to participate in professional development programming provided by the DSHS Office of Practice and Learning.
- Participate in various Host Site meetings and evaluation surveys.

Do you agree to complete the above list of items?

- ☒ Yes. I will be able to complete all items on the list.
☐ No. I will not be able to complete all of the items mentioned above.

45. Are you ready to submit your application? Once you select yes, the Office of Practice and Learning will begin reviewing your application.

- ☒ Yes. I will be able to complete all items on the list.

Population Health Specialist - Host Site Contact Information

1. **What is the name of the local health department that will host the fellow?**
Fort Bend County Health & Human Services (FBCHHS)
2. **What is the name of the program or office that will host the fellow?**
Office of Performance, Policy, and Planning (PPI)
3. **What is the address of the local health department that will host the fellow?**
4520 Reading Rd Suite A-100
Rosenberg, TX 77471
4. **Host Site Supervisor and Primary Contact Information**
Supervisor First Name: Shanna
Supervisor Last Name: Doucet
Supervisor Degree(s): PhD, MBA, BSN
Years of PH Experience: 12
Email: Shanna.Doucet@fortbendcountytexas.gov
Phone #: (832) 612-6341

5. SECONDARY CONTACT

First Name: Letosha
Last Name: Gale-Lowe
Title: Health Director and Local Health Authority
Email: Letosha.Gale-Lowe@fortbendcountytexas.gov
Phone #: (281) 238-3589

6. List Other Staff and email address that will receive fellowship communication:

Hevert Rios-Benitez – Health Equity Specialist
Hevert.Rios-Benitez@fortbendcountytexas.gov
Napoli Brai – Project Manager – Quality Improvement & Assurance
Napoli.Brai@fortbendcountytexas.gov
Dr. Nichole Brathwaite-Dingle, MD, MPH – Deputy Medical Director
Nichole.Brathwaite-Dingle@fortbendcountytexas.gov
Ketan Inamdar – Deputy Director for Operations, Finance and Social Programs
Ketan.Inamdar@fortbendcountytexas.gov
Karri Halcomb – Special Projects Coordinator
Karri.Halcomb@fortbendcountytexas.gov

Host Site Offerings

7. **Workplace Culture** – Provide an example of how your workplace excels in creating and maintaining a supportive and healthy work environment. How will you integrate fellow into this culture? Word Limit: 100
[FBCHHS thrives on collaboration, innovation, and a shared dedication to improving community health. Teams work closely across divisions and programs. The department emphasizes continuous learning and professional growth. Policies such as Telework and Employee Wellness-Work life Balance are used to create a culture where employees can be supported and have healthy work-life balance. To integrate the Fellow, PPI will organize a series of meetings, including one-on-one sessions with key staff to ensure the Fellow understands the department's mission and core values. This will help the Fellow build relationships and immerse themselves in the department's inclusive and collaborative culture.](#)
8. **Fellow Support Part I.** Fellowship is designed for early career professionals. Provide details in the ways in which you will continually provide support, mentorship, and supervision to your fellow. Word Limit: 100
[The Office of PPI will provide consistent support through structured mentorship, pairing the Fellow with an experienced staff member for guidance. Weekly check-ins will ensure they receive feedback and address any concerns. Professional development opportunities will be prioritized to enhance their skills.](#)

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Supervision will be hands-on, with regular progress reviews and constructive feedback. PPI is committed to fostering a collaborative environment where questions and ideas are encouraged, ensuring they feel supported while gaining the confidence to lead projects independently.

9. **Fellow Support Part II.** If your department uses a hybrid work environment, please describe how you will ensure their support while working remotely? Word Limit: 100

FBCHHS uses a hybrid work environment, in alignment with FBCHHS Telework Policy, PPI will ensure support for the Fellow by maintaining consistent communication through virtual meetings, messaging platforms, and email. Remote collaboration tools such as Teams and Outlook will be used to foster engagement and ensure the Fellow is connected to projects, activities, and opportunities.

To manage the Fellow's workload effectively, PPI will establish clear expectations and priorities. Regular check-ins will allow PPI to monitor progress and adjust as needed to prevent overload and ensure work-life balance.

10. **Fellow Support Part III.** Describe past experience supervising a fellow or early career professional. List strategies that were successful in helping them achieve success. Word Limit: 100

Dr. Shanna Doucet's 12+ years of experience in public health has been characterized by a combination of supportive leadership, strategic guidance, and fostering a collaborative team environment. As a supervisor, Dr. Doucet will provide support, encouragement, and empower the Fellow to excel in their role. In the dynamic field of public health, adaptability is key. Dr. Doucet encourages her team members to embrace change and approach challenges with creativity and resilience, adapting their strategies and approaches as needed to achieve their goals.

11. **Professional Development Support.** What professional development resources does your department plan to offer the fellow? Word Limit: 100

FBCHHS recognizes the importance of continuous learning and professional development, as such, the Fellow will have access to a variety of trainings, workshops, seminars, and conferences to enhance their knowledge and skills in public health practice, leadership, health equity, quality improvement, and project management. Additionally, the Fellow will also engage in cross-departmental collaborations, enhancing their understanding of different public health areas. And will participate in different projects within the department and with community partners and stakeholders allowing them build both their technical skills and professional network.

12. **Retention Opportunities.** If a fellow is a great fit for your team, what is the likelihood your department would be able to hire the fellow after the one-year fellowship? Word Limit: 100

FBCHHS values retaining talent and prioritizes internal candidates for open roles, especially those who are committed to FBCHHS mission, vision, and values. Should the opportunity arise, depending on available funding and departmental needs, and if the Fellow is a strong fit, FBCHHS would actively consider the fellow for any long-term positions that align with their skills and interests. In 2024, FBCHHS offered full-time employment to three of the 2023-2024 DSHS Fellows.

Fellowship Description – Project and Responsibilities

13. **Please provide a short name for your fellowship that can be used to identify the position.**

Population Health Specialist

14. **Describe the mission or primary goals of your local health department and the specific program or office that will host the fellow. Word Limit: 50**

FBCHHS' mission is to promote and protect the health and well-being of all Fort Bend County residents. The Fellow reports to the Office of Performance, Policy, and Innovation (PPI). PPI leads the department's strategic initiatives including public health accreditation, health equity, community health improvement initiatives, quality improvement, and workforce development.

15. **Please describe the project(s) the fellow will work on during the fellowship with your team. Word Limit: 50**

The Population Health Specialist (PSH) will be responsible for coordinating efforts across FBCHHS divisions/programs and in the community to move forward the department's Community Health

Improvement Plan (CHIP). The Fellow will also support the development of and implementation of an agency-wide evaluation and performance plan to monitor CHIP progress.

16. List planned project deliverables. Word Limit: 50

The CHIP dashboard is the key deliverable. This project will create a comprehensive tool to monitor and track the department's CHIP progress. The dashboard will serve as a central platform for community partners, and stakeholders to visualize data, identify trends, and assess the impact of interventions outlined in the CHIP.

17. Describe responsibilities your fellow will have and tasks or skills they will learn to do during the fellowship.

Word Limit: 200

The PHS will serve as an integral part of the Office of Performance, Policy, and Innovation (PPI). The PHS will demonstrate strong organizational and communication skills, as well as a commitment to health equity and quality improvement. In this role, the PHS will learn to use scientific evidence to inform program design and policy development, how to engage community partners and stakeholders in public health initiatives, and address health disparities by understanding the impact of the social determinants of health. The PHS will be responsible for supporting FBCHHS efforts by:

- Assisting in the department's assessment of technology and performance management in alignment with the department's CHIP priorities.
- Assisting in the implementation and execution of the department's strategic initiatives to support the development of the CHIP dashboard.
- Developing a comprehensive communication plan that outlines strategies to facilitate deployment of the dashboard.
- Hosting regular meetings to maintain momentum, involvement, and accountability.
- Providing support in data collection, project management and documentation related to the department's CHIP top priority areas.
- Assisting in the preparation of a variety of department reports and communication for internal and external stakeholders.
- Actively participating in the Health Equity Advisory Team (HEAT) and the Quality Improvement Committee.

Fellowship Description – Public Health Topic

18. What are the sub-discipline or subject matter areas that best describe your fellowship? Please select up to two.

The office of Practice and Learning will use this information to identify fellow candidates with interests that align with your program.

- ☐ Infectious Diseases
- ☐ Disease Surveillance
- ☐ Zoonosis Control
- ☐ Maternal Child Health
- ☒ Health Disparities
- ☐ Rural Communities
- ☐ Public Health Law
- ☐ Community Engagement
- ☐ Health Promotion
- ☐ Policy Development
- ☐ Financial Management
- ☒ Program Management
- ☐ Health Communication
- ☐ Other (please specify):

19. Please select the 1 or 2 public health core discipline that BEST describe your fellowship.

Fellow applicants use these categories to identify fellowships that best align with their training goals and career interest. The Office of Practice and Learning will use your ranked disciplines to ensure fellow applicants are matched well with your fellowship position.

- ☐ Biostatistics
- ☐ Environmental Health Sciences

- ☐ Epidemiology
☒ Health Policy and Management
☒ Social and Behavioral Sciences

20. What are the main skills area(s) or competencies your fellow will develop in a fellowship with your team? Please select up to 3 skill areas that best fit your Fellowship position.

- ☒ Data Analytics and Assessment Skills
☐ Policy Development and Program Planning Skills
☐ Communication Skills
☐ Cultural Competency Skills
☐ Community Partnership Skills
☐ Management and Finance Skills
☒ Leadership and Systems Thinking Skills
☒ Public Health Sciences

Public Health Focus of Fellowship

21. Please rank the core disciplines you selected in the previous questions with 1 being the discipline that BEST fits your fellowship position.

- ☒ Data Analytics and Assessment Skills (#2)
☒ Leadership and Systems Thinking Skills (#3)
☒ Public Health Sciences (#1)

22. Please rank the skill areas you selected in the previous question with rank 1 being the skill area that BEST fits your fellowship position.

- ☒ Data Analytics and Assessment Skills (#2)
☒ Leadership and Systems Thinking Skills (#3)
☐ Public Health Sciences (#1)

Fellowship Description – Host Site Budget

Fellowship Local Health Department Budget	
Salary	\$46,800.00
Fringe	\$27,839.40
Travel	\$1,340.00
Equipment and Supplies	\$1,520.60
Indirect Costs	\$0
Fellowship Program Travel	\$2,500
Total	\$80,000.00

23. Fellows Salary

Please enter details about the annual salary for your fellowship.

Salary Amount: \$46,800.00

Salary Description: Annual Salary at \$22.50 / hour

Salary Justification: Compensation for work effort provided to the program.

24. Fringe

Please enter details for fringe you'll need for your fellowship.

Fringe Amount: \$27,839.40

Fringe Description: Payroll Taxes @ 7.65% of Salary, Pension Contribution @ 13.10% of Salary, Workers Compensation and Unemployment @ 1% of Salary, Property and Casualty @ 2.8% of Salary, Health Insurance @16,350 per FTE/year

Fringe Justification: Payroll Taxes and Benefits applicable to a full-time employee.

25. Travel

Please enter details for travel associated with host site activities or fellow professional development. *This among SHOULD NOT include the \$2,500 for travel for Fellowship programming events.*

Travel Amount: \$1,340.00

Travel Description: Current mileage reimbursement rate @ \$0.67 / mile @ 2,000 miles

Travel Justification: Reimbursement for travel between program sites to accomplish tasks.

26. Equipment and Supplied

Please enter details for the equipment and supplies you'll need to support your fellow.

Equipment and Supplies Amount: \$1,520.60

Equipment and Supplies Description: Laptop, wireless mouse and keyboard, office supplies.

Equipment and Supplies Justification: Provide fellow with essential equipment for daily operations/tasks.

27. Indirect Costs

Please enter details for indirect costs you'll need to support your fellow.

Indirect Amount: \$0

Indirect Description: N/A

Indirect Justification: N/A

Fellowship Description – Workplace Setting and % Travel

28. What will the workplace setting be for the fellow during the Fellowship year (June 1, 2025-May 31, 2026)

☐ 100% Remote/Telework

☐ 100% Onsite/In-Person

☒ A combination of Onsite and Remote/Telework

29. Please describe the telework/remote work practices for your office and program.

FBCHHS uses a hybrid work environment. To be eligible for Telework, the Fellow will need to complete the Telework Training and complete all necessary requirements, including a Telework Agreement and adhere to the Telework Policy and Procedures.

30. What percent travel will your fellow have?

25%

31. Please describe the travel. What will the Fellow be doing while traveling. What are the general destinations for travel? Will the travel be local, regional?

Travel will be local within Fort Bend County for meetings, community events, trainings, and visits to FBCHHS satellite and annex locations.

32. Does your fellowship position ABSOLUTELY require a license or certification? Example: Register Nurse, no exceptions?

☒ Yes

☐ No

Fellowship Description – Required Certifications or Licenses

33. What license or certification is necessary?

☐ Registered Nurse (RN)

☐ Licensed Master Social Worker (LMSW)

☐ Licensed Clinical Social Worker (LCSW)

☐ Community Health Worker

☐ Community Health Education Specialist (CHES)

☐ Registered Sanitarian (RS)

☒ Other (please specify): Driver's License

Fellowship Description – Preferred Skills

34. What is the preferred LEVEL of education you'd like your Fellow to have completed by the start of the Fellowship?

- ☐ Highschool Diploma or GED
- ☐ Associate degree
- ☒ Bachelors degree
- ☒ Masters degree
- ☐ Doctorate – PhD, DrPH
- ☐ Doctorate – MD, DO

35. Please list any training, education, or interests you prefer the fellow have. For example: An introductory epidemiology course or be interested in pursuing a career as an epidemiologist. Leave it blank if you do not have any preferred training, education, or interest.

Training/Coursework 1: [Basic knowledge of public health principles and practices](#)

36. Other than statistical software, please list any specialized software you'd prefer the fellow have familiarity with or an interest in. Leave it blank if no preferred software familiarity.

Software 1: [Smartsheet](#)

Software 2: [Qualtrics](#)

Software 3: [Power BI](#)

Preferred Skills – Language Ability

37. Does your fellowship position require that the fellow be able to communicate in a language other than English?

Please select appropriate response below.

- ☐ Yes, the fellow needs to be able to communicate in **Spanish**.
- ☒ No, the fellow does not need to be able to communicate in a language other than English.
- ☐ Yes, the fellow needs to be able to communicate in the following language: (Please specify the language):

Fellowship Description – Language Proficiency

38. What level of proficiency in SPEAKING in the language you specified would you prefer your fellow have?

- ☐ **Native/functionally Native:** Fellow can converse easily and accurately in all types of situations. Native speakers, including the highly educated, may think the Fellow is a native speaker, too.
- ☐ **Advanced:** Fellow can speak very accurately and understands other speakers very accurately. Native speakers have no problem understanding the Fellow, but they probably perceive that they are not a native speaker.
- ☐ **Good:** Fellow can speak well enough to participate in most conversations. Native speakers notice some errors in the Fellow's speech or understanding, but the errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice may errors in the Fellow's speech or understanding.
- ☐ **Basic:** Fellow can speak the language imperfectly and only to a limited degree and in limited situations. The Fellow will have difficulty in or understanding extended conversations.

39. What level of proficiency in WRITING in the language you specified would you prefer your fellow to have?

- ☐ **Native/functionally Native:** Fellow can write easily and accurately in all types of situations.
- ☐ **Advanced:** Fellow can write very accurately. Native speakers can understand Fellow's writing.
- ☐ **Good:** Fellow can write well enough to communicate most information. Fellow may make some errors, but these errors rarely cause misunderstandings.
- ☐ **Fair:** Fellow can write and understand written language well enough to communicate about current events, work, family, or personal life.
- ☐ **Basic:** Fellow can write the language imperfectly and only to a limited degree and in limited situations.

Fellowship Description – Data Analysis

40. Does your fellowship position require that the Fellow be able to do data analysis?

- ☒ Yes
- ☐ No

Fellowship Description – Data Analysis Proficiency

41. To what level of proficiency would you prefer your fellow be able to analyze data?

- ☐ **Basic Skills:** Fellow has some awareness or knowledge of data analysis.
- ☒ **Somewhat Skilled:** Has done data analysis in coursework but has not applied data analysis skills in the real world.
- ☒ **Skilled:** Comfortable with their knowledge or ability to apply data analysis skills
- ☐ **Proficient:** Very comfortable applying data analysis skills, is an expert, or could teach data analysis to others.

42. Does the Fellow need to be able to use or develop skills in a specific type of statistical software (SAS, SPSS, etc.)? If yes, please name the software.

- ☒ **No**
- ☐ Yes. Please name the software(s):

43. What degree of proficiency would you prefer the fellow be able to use this statistical software at the start of the Fellowship?

- ☐ **Limited proficiency:** Has knowledge and interest in learning more, but little experience using the software.
- ☐ **Somewhat proficient:** Has some experience using the software but needs guidance or more training.
- ☐ **Proficient:** Has ability to use software effectively with some support.
- ☐ **Very Proficient:** Has broad skills in using the software and can use it independently.

Host Site Agreement

44. As the Public Health Fellowship Host Site, I understand that I have the responsibility to...

- Gain necessary approvals from my local health department's leadership.
- Support and supervise the fellow for the duration of the Fellowship (June 1, 2025 – May 31, 2026).
- Design and plan fellow's responsibilities, activities, and deliverables.
- Provide professional development and mentoring to fellow.
- Allow fellow to participate in professional development programming provided by the DSHS Office of Practice and Learning.
- Participate in various Host Site meetings and evaluation surveys.

Do you agree to complete the above list of items?

- ☒ **Yes. I will be able to complete all the items on the list.**
- ☐ No. I will not be able to complete all the items mentioned above.

45. Are you ready to submit your application? Once you select yes, the Office of Practice and Learning will begin reviewing your application.

- ☒ **Yes, I'm ready to submit the application.**

Public Health Outreach Specialist - Host Site Contact Information

1. What is the name of the local health department that will host the fellow?

Fort Bend County Health and Human Services

2. What is the name of the program or office that will host the fellow?

Office of Communications, Education, and Engagement (OCEE)

3. What is the address of the local health department that will host the Fellow?

12550 Emily Ct.
Sugar Land, TX 77478

4. Host Site Supervisor and Primary Contact Information

Supervisor First Name: [Kaila](#)
Supervisor Last Name: [Williams](#)
Supervisor Title: [Director – Office of Communication, Education, and Engagement](#)
Supervisor Degree(s): [Masters in Public Health](#)
Supervisor Years of Public Health Experience: 17
Supervisor Email Address: Kaila.Williams2@fortbendcountytexas.gov
Supervisor Phone Number: 832-901-9863

5. Please share contact information for a SECONDARY CONTACT at your health department. This individual will receive the same communication as the supervisor.

Secondary Contact First Name: [Nimra](#)
Secondary Contact Last Name: [Zubair](#)
Secondary Contact Title: [Public Information Officer](#)
Email Address: Nimra.Zubair2@fortbendcountytexas.gov
Phone Number: 832-520-7454

6. List any other staff and their email addresses that would like to receive communication about the Fellowship.

[Dr. Letosha Gale-Lowe, MD – Health Director and Local Health Authority -](#)
letosha.gale-lowel@fortbendcountytexas.gov
[Ketan Inamdar, MS, MBA – Deputy Director of Operations, Finance and Social Programs -](#)
ketan.inamdar@fortbendcountytexas.gov
[Karri Halcomb, MPH – Special Projects Coordinator](#)
Karri.halcomb@fortbendcountytexas.gov

Host Site Offerings

7. WORKPLACE CULTURE. Provide an example of how your workplace excels in creating and maintaining a supportive and healthy work environment? How would you integrate your fellow into this culture?

Fort Bend County Health and Human Services (FBC HHS) has many initiatives supporting our team members. Our team holds weekly meetings and one-on-ones with supervisors to check in with team members and review tasks. Additionally, our department recently created PHORCE – for employees, by employees. The PHORCE initiative is designed to ensure all employees have a voice in the mission of FBCHHS. As an organization, we host quarterly meetings, distribute internal newsletters with upcoming events and resources to support our team. The county also provides many opportunities for employees to take advantage of.

8. FELLOW SUPPORT PART I. The Fellowship program is designed for early career professionals. Considering this, please provide, in detail, the ways in which you will continually provide support, mentorship, and supervision to your fellow.

The supervisor will ensure that the Fellow is thoroughly oriented to the Health Communications, Equity and Engagement program and in general to the Health & Human Services as a whole. During the tenure of the Fellow, he/she will be invited to attend all pertinent department meetings and will be able to participate in trainings that become available during this time. The fellow will be educated on health equity, outreach, and

communications in the Local Health Department setting and will be working 100% on site/in-person with the staff of this division.

- 9. FELLOW SUPPORT PART II.** If your program or office uses a hybrid work environment (staff telework part or all of the time), please describe how you will ensure their support while working remotely?

Fellows have the opportunity to work remotely 1 day of the week and are supported through telework training and with technology equipment and weekly 1:1s.

- 10. FELLOW SUPPORT PART III.** Describe a past experience supervising a fellow or early career professional. What strategies were successful in helping them achieve success?

OCEE has had a wonderful experience supervising DSHS Fellows. We work collaboratively as a health department and ensure professional and workforce development opportunities and learning opportunities for our fellows that underscore pipeline to public health.

- 11. PROFESSIONAL DEVELOPMENT SUPPORT.** What professional development resources does your program, office, or health department plan to offer the fellow?

Fort Bend County offers many training opportunities of a general employment nature, and the Fellow will be able to take advantage of those to enhance their professional development. When trainings, webinars, or reports are offered by the local health department, state, or national organizations, the Fellow will be encouraged to take advantage of them. Specific training in the areas of communications and health literacy will be available. We also mentor fellows on abstract writing and conference presentations as a speaker for a more in-depth experience.

- 12. RETENTION OPPORTUNITIES.** If the fellow is a great for your team, what is the likelihood your local health department would be able to hire the fellow after the one-year fellowship?

Fort Bend County Health and Human Services has previously used grant funding to hire fellows through the Texas Public Health Fellowship Program.

Fellowship Description – Projects and Responsibilities

- 13. Please provide a short name for your fellowship that fellow applicants can use to identify your specific fellowship position.**

Public Health Outreach Specialist

- 14. Please describe the mission or primary goals of your local health department and the specific program or office that will host the fellow.**

Fort Bend County Health & Human Services is the principal agency for protecting the health of county residents and providing essential human services, especially for those who are least able to help themselves.

- 15. Please describe the project or projects the fellow will work on during a fellowship with your team.**

The fellow will work closely with the communication team to develop informational print and digital materials on health communications regarding health equity, program initiatives, community services, and resource awareness for diverse audiences. They will also plan, coordinate, and attend community engagement events where they will engage with Fort Bend residents directly, communicating the office's goals and missions.

- 16. Please list planned project deliverables for your fellow.**

- Reviewing and updating materials regarding vaccine preventable diseases, Flu, Covid, Mpox, etc. that reflect CDC and TXDSHS Guidelines
- Collaborating with HHS Divisions to create awareness campaigns and marketing materials.
- Coordinating new initiatives to promote community engagement and resource awareness for Fort Bend residents with health literacy in mind.
- Create and contribute to outreach and community engagement planning.

17. Please describe responsibilities your fellow will have and tasks or skills they will learn to do during a fellowship with your team.

- Supports outreach activities of the Office of Communications, Education, and Engagement and demonstrates an understanding of diverse cultures, languages, and perspectives (e.g., rural, urban, adolescents, individuals who are hearing impaired).
- Collaborates with the team to design, develop, and distribute the monthly newsletter, while monitoring community engagement and reach by analyzing collected data and through feedback mechanisms, adjusting content/messaging accordingly.
- Participates in community outreach program development and staff trainings to ensure that staff are aware of the appropriate health literacy level and cultural competence are demonstrated, and engage with community leaders, trusted messengers, and partner organizations.
- Provides timely and accurate messaging information and health education on illnesses affecting the identified communities.
- Creates compelling print and digital materials, informational campaigns, and educational content aimed at raising awareness of health disparities, vaccine hesitancy, and health priorities/program initiatives. Collaborates with the Health Equity Specialist to ensure messaging is equitable and health literate.
- Develops and reviews informational and culturally competent graphic designs for digital, social media, providing diverse perspectives into health literacy activities, policies, programs, and resources with the goal of improving health disparities in a community.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles, and physical abilities.

Fellowship Description – Public Health Topic

18. What are the sub-disciplines or subject matter areas that best describe your fellowship?

Please select **up to two**.

The Office of Practice and Learning will use this information to identify fellow candidates with interest that align with your program.

- ☐ Infectious Diseases
- ☐ Disease Surveillance
- ☐ Zoonosis Control
- ☐ Maternal Child Health
- ☐ Health Disparities
- ☐ Rural Communities
- ☐ Public Health Law
- ☐ Community Engagement
- ☒ Health Promotion
- ☐ Policy Development
- ☐ Financial Management
- ☐ Program Management
- ☒ Health Communication
- ☐ Others (please specify) [Click or tap here to enter text.](#)

19. Please select the 1 or 2 public health core disciplines that BEST describe your fellowship.

Fellow applicants may use these categories to identify fellowships that best align with their training goals and career interests. The Office of Practice and Learning will use your ranked disciplines to ensure fellow applicants are matched well with your fellowship position.

- ☐ Biostatistics
- ☐ Environmental Health Services
- ☐ Epidemiology
- ☒ Health Policy and Management
- ☒ Social and Behavioral Sciences

20. What are the main skills area(s) or competencies your fellow will develop in a fellowship with your team? Please select **up to 3 skill areas** that **BEST** for your Fellowship position.

- ☐ Data Analytics and Assessment Skills
- ☐ Policy Development and Program Planning Skills
- ☒ Communication Skills
- ☒ Cultural Competency Skills
- ☒ Community Partnership Skills
- ☐ Management and Finance Skills
- ☐ Leadership and Systems Thinking Skills
- ☐ Public Health Sciences

21. Please rank the core disciplines you selected in the previous question with rank 1 being the discipline that BEST fits your fellowship position.

Rank 1: Health Policy and Management

Rank 2: Social and Behavioral Sciences

22. Please rank the skill areas you selected in the previous question with rank 1 being the skill area that BEST fits your fellowship position.

Rank 1: Communication Skills

Rank 2: Community Partnership Skills

Rank 3: Cultural Competency Skills

Fellowship Description – Host Site Budget

Fellowship Local Health Department Budget	
Salary	\$46,800.00
Fringe	\$27,839.40
Travel	\$1,340.00
Equipment and Supplies	\$1,520.60
Indirect Costs	N/A
Fellowship Program Travel	\$2,500
TOTAL	\$80,000

23. Fellows Salary

Please enter details about the annual salary for your fellowship.

Salary Amount: **\$46,800.00**

Salary Description: **Annual Salary at \$22.50 / hour**

Salary Justification: **Compensation for work effort provided to the program.**

24. Fringe

Please enter details for fringe you'll need for your fellowship.

Fringe Amount: **\$27,839.40**

Fringe Description: **Payroll Taxes @ 7.65% of Salary, Pension Contribution @ 13.10% of Salary, Workers Compensation and Unemployment @ 1% of Salary, Property and Casualty @ 2.8% of Salary, Health Insurance @16,350 per FTE/year**

Fringe Justification: **Payroll Taxes and Benefits applicable to a full-time employee.**

25. Travel

Please enter details for travel associated with host site activities or fellow professional development. *This among SHOULD NOT include the \$2,500 for travel for Fellowship programming events.*

Travel Amount: **\$1,340.00**

Travel Description: **Current mileage reimbursement rate @ \$0.67 / mile @ 2,000 miles**

Travel Justification: **Reimbursement for travel between program sites to accomplish tasks.**

26. Equipment and Supplied

Please enter details for the equipment and supplies you'll need to support your fellow.

Equipment and Supplies Amount: **\$1,520.60**

Equipment and Supplies Description: **Laptop, wireless mouse and keyboard, office supplies.**

Equipment and Supplies Justification: **Provide fellow with essential equipment for daily operations/tasks.**

27. Indirect Costs

Please enter details for indirect costs you'll need to support your fellow.

Indirect Amount: \$0

Indirect Description: N/A

Indirect Justification: N/A

Fellowship Description – Workplace Setting and % Travel

28. What will the workplace setting be for the fellow? Please consider the physical space needed to accommodate the fellow at your office that will be available during the Fellowship year (June 1, 2025 – May 31, 2026).

- ☐ 100% Remote/ Telework
- ☐ 100% Onsite/ In-person
- ☒ A combination of Onsite and Remote/ Telework

29. Please describe the telework/remote work practices for your office or program. This information is for the benefit of the fellow applicant, so they can decide which Fellowship position are the best fit for them.

As of October 1st, 2024, team members will be eligible to work remotely one day a week with the approval their supervisor(s).

30. What percent travel will your Fellow have?

Please write a number between 0 – 100%

5%

31. Please describe the travel. What will the Fellow be doing while traveling? What are the general destinations for travel? Will the travel be local, regional? Enter n/a if there is no travel expected for your fellow.

Outreach Events throughout Fort Bend County

32. Does your fellowship position ABSOLUTELY require a license or certification? For example, the Fellow MUST be a Registered Nurse to do the Fellowship, no exceptions?

- ☐ Yes
- ☒ No

Fellowship Description – Required Certifications or Licenses

33. What license or certification is necessary?

- ☐ Registered Nurse (RN)
- ☐ Licensed Master Social Worker (LMSW)
- ☐ Licensed Clinical Social Worker (LCSW)
- ☐ Community Health Worker (CHW)
- ☐ Community Health Education Specialist (CHES)
- ☐ Registered Sanitarian (RS)
- ☒ Other (please specify) N/A

Fellowship Description – Preferred Skills

34. What is the preferred LEVEL of education you'd like your Fellow to have completed by the start of the Fellowship?

- ☐ Highschool diploma or GED
- ☐ Associates degree
- ☒ Bachelors degree
- ☒ Masters degree
- ☐ Doctorate – PhD, DrPH
- ☐ Doctorate – MD, DO

35. Please list any training, education, or interest you prefer the fellow have. For example, for a fellowship with an epidemiology group, it may be important that the fellow have completed at least an introductory epidemiology course or be interested in pursuing a career as an epidemiologist. Leave blank if you do not have any preferred training, education, or interests.

[Training/Coursework 1: public health 101](#)

36. Other than statistical software, please list any specialized software you'd prefer the fellow have familiarity with or an interest in learning. Leave blank if you have not preferred software familiarity.

[Software 1: Canva](#)

Preferred Skills – Language Ability

37. Does your fellowship position require that the fellow be able to communicate in a language other than English?

Please select the appropriate response below.

- ☐ Yes, the fellow needs to be able to communicate in Spanish.
- ☒ No, the fellow does not need to be able to communicate in a language other than English.
- ☐ Yes, the fellow needs to be able to communicate in the following language:

Please specify the language: [Click or tap here to enter text.](#)

Fellowship Description – Language Proficiency

38. What level of proficiency in SPEAKING in the language you specified would you prefer your fellow have?

- ☐ **Native/Functionally Native:** Fellow can converse easily and accurately in all types of situations. Native speakers, including the highly educated, may think the Fellow is a native speaker, too.
- ☐ **Advanced:** Fellow can speak very accurately, and understands other speakers very accurately. Native speakers have no problem understanding the Fellow, but they probably perceive that they are not a native speaker.
- ☐ **Good:** Fellow can speak well enough to participate in most conversations. Native speakers notice some errors in the Fellow's speech or understanding, but the errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice many errors in the Fellow's speech or understanding.
- ☒ **Basic:** Fellow can speak the language imperfectly and only to a limited degree and in limited situations. The Fellow will have difficulty in or understanding extended conversations.

39. What level of proficiency in WRITING in the language you specified would you prefer your fellow have?

- ☐ **Native/Functionally Native:** Fellow can write easily and accurately in all types of situations.
- ☐ **Advance:** Fellow can write very accurately. Native speakers can understand Fellow's writing.
- ☐ **Good:** Fellow can write well enough to communicate most information. Fellow may make some errors, but these errors rarely cause misunderstanding.
- ☐ **Fair:** Fellow can write and understand written language well enough to communicate about current events, work, family, or personal life.
- ☒ **Basic:** Fellow can write the language imperfectly and only to a limited degree and in limited situations.

Fellowship Description – Data Analysis

40. Does your fellowship position require that the Fellow be able to do data analysis?

- ☐ Yes
- ☒ No

Fellowship Description – Data Analysis Proficiency

41. To what level of proficiency would you prefer your fellow be able to analyze data?

- ☒ **Basic Skills:** Fellow has some awareness or knowledge of data analysis
- ☐ **Somewhat Skilled:** Has done data analysis in coursework, but has not applied data analysis skills in the real world
- ☐ **Skilled:** Comfortable with their knowledge or ability to apply data analysis skills
- ☐ **Proficient:** Very comfortable applying data analysis skills, is an expert, or could teach data analysis skills to others.

42. Does the Fellow need to be able to use or develop skills in a specific type of statistical software (SAS, SPSS, etc.)? If yes, please name the software.

- ☒ No
- ☐ Yes. Please name the software(s). [Click or tap here to enter text.](#)

43. What degree of proficiency would you prefer the fellow to be able to use this statistical software at the start of the Fellowship?

- ☒ **Limited proficiency:** Has knowledge and interest in learning more, but little experience using the software
- ☐ **Somewhat proficient:** Has some experience using the software, but needs guidance or more training
- ☐ **Proficient:** Has ability to use software effectively with some support
- ☐ **Very Proficient:** Has broad skills in using the software and can use it independently.

Host Site Agreement

44. As a Texas Public Health Fellowship Host Site, I understand that I have a responsibility to...

- Gain necessary approvals from my local health department's leadership.
- Support and supervise the fellow for the duration of the Fellowship (June 1, 2025 – May 31, 2026).
- Design and plan fellow's responsibilities, activities, and deliverables.
- Provide professional development and mentoring to fellow.
- Allow fellow to participate in professional development programming provided by the DSHS Office of Practice and Learning.
- Participate in various Host Site meetings and evaluation surveys.

Do you agree to complete the above list of items?

- ☒ Yes. I will be able to complete all items on the list.
- ☐ No. I will not be able to complete all of the items mentioned above.

45. Are you ready to submit your application? Once you select yes, the Office of Practice and Learning will begin reviewing your application.

- ☒ Yes. I will be able to complete all items on the list.