

Date: July 13, 2010
Job Title: Program Coordinator – Core Systems, Healthy Start Brooklyn
Position Reports to: Director, Healthy Start Brooklyn, NYC DOHMH
Organization: Fund for Public Health in New York, Inc./NYC DOHMH
Work Location: 485 Throop Avenue, Brooklyn, NY

The Fund for Public Health in New York, Inc. (FPHNY) seeks a Program Coordinator for Healthy Start Brooklyn (HSB) to work on innovative program strategy and implementation.

Program Overview

HSB, a federally-funded program, seeks to improve maternal, infant, and family health, and reduce health disparities. In New York City, neighborhoods in Central Brooklyn experience disproportionately higher rates of infant mortality than those in other NYC neighborhoods. HSB is a five-year grant that supports services, including neighborhood outreach, case management, perinatal depression treatment, early child school readiness, and community-wide training and education. HSB also works collaboratively with local organizations to coordinate a community response around the improvement of health systems. The grant is awarded by the Federal Health Resource Services Administration (HRSA) to FPHNY, on behalf of the New York City Department of Health & Mental Hygiene (NYC DOHMH).

FPHNY is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. FPHNY partners with the New York City Department of Health and Mental Hygiene (DOHMH) to raise public and private sector funding to implement programs that address pressing public health needs and that stand to benefit from private sector partnership in the rapid implementation of such projects.

Position Description

The HSB Core Systems Program Coordinator will coordinate activities to support the planning, implementation, and evaluation of Healthy Start grant core systems requirements. These services include activities related to the HSB consortium, collaboration with State Title V entities, the local health services action plan, and program sustainability. The Core Systems Program Coordinator will work closely with the Core Services Program Coordinator, Manager of Data Systems, and HSB management team to do the following:

- Administration
 - Coordinate day to day programmatic activities related to the grant's core systems requirements
 - Write reports regarding grant activities and program evaluation
 - Assist with the overall administration of the grant

- Service Delivery
 - Organize grant objectives related to systems improvements
 - Ensure that HSB meets all the core systems requirements related to the Healthy Start grant
 - Coordinate HSB consortium events including the Healthy Start Advisory Board
 - Develop, implement, and evaluate new program activities and policies designed to enhance the health and social service systems of the grant project area

- Collaborate with local health and social service providers and consortia on developing best practices on topics such as depression screening and treatment, domestic violence screening, and other non-medical risk factors related maternal and child health
- Strategic Planning and Program Development
 - Conduct reviews of studies and evaluate programs related to maternal, child, and family health topics
 - Write reports on evidence-based programs and best practices related to HSB services
 - Work collaboratively with community groups and healthcare sites to identify opportunities for system improvements
 - Coordinate and conduct HSB meetings with community organizations and health providers
 - Represent HSB at local community and professional meetings
 - Develop and implement a local health services action plan in collaboration with local service organizations
 - Assist with the implementation of a plan to track Medicaid reimbursements for targeted case management services provided by grant subcontractors
 - Develop community partnership initiatives aimed at improving the health systems of clinical and social service providers in the project area
 - Develop funding proposals for systems improvement projects
 - Explore and increase sustainability opportunities for HSB projects
- Evaluation and Quality Assurance
 - Collect and analyze compliance data and evaluation surveys
 - Implement referral tracking system in the project area

Education and qualifications:

- 3+ years experience in:
 - Program planning and management
 - Quantitative and/or qualitative research and analysis, evaluation techniques
 - Public health, particularly maternal and child health, in the domain of city agencies and/or non-profit organizations
- Outstanding written and oral communication skills
- Deep understanding of and experience around community development and health issues in urban, underserved neighborhoods
- Advanced degree in Public Health, Nursing, Social Sciences, or related field

Salary and Benefits:

FPHNY offers a comprehensive benefits package. Salary is commensurate with experience.

To Apply:

Please send a resume, cover letter, and short writing sample to vshaw@health.nyc.gov.