Job Title: Project Director, School-Based Health Center Reproductive Health Project
Organization: Fund for Public Health in New York City, Inc.
Position Reports to: Director of Adolescent Health Programs, Office of School Health, NYC Department of Health and Mental Hygiene

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW
The Office of School Health (OSH) is a joint Program of the Department of Education and the Department of Health and Mental Hygiene responsible for promoting the health of the 1.3 million school children enrolled in approximately 1,800 public and non-public schools in the New York City.

The OSH Adolescent Health Program manages, among other programs, in-school reproductive health programs at the high school level. These programs include the 1) School-Based Health Clinics, which offer comprehensive primary care services that include mental health and reproductive health, including on site distribution of contraceptives, including LARC, as critical components of adolescent health care services; 2) Connecting Adolescents to Comprehensive Healthcare (CATCH) Program which offers in-school pregnancy tests, emergency contraception, hormonal contraception and referrals for reproductive health care by OSH staff in the school medical rooms; 3) School Based Health Center Community School Initiative which is a $30Million project to develop and build over 20 SBHC’s over the course of 3 years; and 4) the Mental Health Roadmap Initiative to provide training and technical assistance to school-based mental health professionals.

The OSH is the recipient of several grants to develop, implement and evaluate Adolescent Pregnancy Prevention initiatives in the schools. These grant-funded initiatives include providing technical assistance and training to over 70 high school SBHC’s to improve reproductive health services as well as revenue/reimbursement streams.

POSITION OVERVIEW
The School-Based Health Center Reproductive Health Project is a grant funded project to increase adolescents’ access to high quality sexual and reproductive health care in high school school-based health centers, and to serve as a model for provision of these services under the direction of the Adolescent Health Director, but with wide latitude for independent judgment, the Project Director will be responsible for the development, implementation and day to day activities of all school-based reproductive health activities, including supervision of staff as well as for grant administration activities. This position is funded through February 28, 2018 with strong potential for an extension.

**RESPONSIBILITIES**
- Oversee all aspects of the School-Based Health Center Reproductive Health Project (RHP) including the development, implementation, and monitoring of the SBHC sponsors in NYC. This includes, but is not limited to:
  - Regularly reviewing the goals and activities of the SBHC RHP and monitoring compliance with stated goals/objectives/activities;
  - Assist in the development, implementation and review of monthly monitoring tools for tracking SBHC sponsor specific performance on key Quality Performance Indicators;
  - Monitor and review quality performance indicators related to SBHC clinic enrollment, utilization and reproductive health services provided to sexually active patients in NYC public high schools.
  - Ensure that training and technical assistance to SBHC’s are aligned with the identified needs for performance improvement;
  - Manage contracts and deliverables with key stakeholders providing training and technical assistance to improve SBHC service delivery systems;
  - Ensure project and project staff are working cohesively to meet foundation and other project requirements;
  - Write and submit all foundation progress reports and work with finance staff to review all financial expense reports for accuracy;
  - Oversee the development/refinement of protocols, policies and procedures, forms and educational materials for the SBHC RHP.
  - Serve as primary contact with the Fund for Public Health grant administration and contract management.
- Ensure that all NYC school-based health center activities are coordinated and aligned with New York State Department of Health’s SBHC Principals and Guidelines as well as with the NYC Department of Education’s Memorandum of Understanding.
- Represent the Department of Health & Mental Hygiene at project-related meetings with school principals and other key stakeholders.
QUALIFICATIONS

• Minimum of 10 years in reproductive health program management including program development and implementation as well as staff supervision.
• Minimum of 5-10 years of experience managing grants and monitoring contracts.
• Experience working in SBHC’s, adolescent health and or family planning required.
• Experience working collaboratively with city and state government agencies.
• Minimum of a Bachelor’s Degree; Master’s Degree preferred.
• Excellent analytical, writing, and oral communication skills. Strong presentation skills.
• Creative and well organized, with good follow through to complete assignments. Ability to juggle and keep track of several tasks simultaneously, and to have a perspective of the big picture as well as day to day details required to implement and sustain a successful project.
• Strong computer skills (MS Word, Excel and Power Point).
• Sense of humor, helpful.

SALARY
FPHNYC offers a comprehensive benefits package. The salary range for this position is $90-$100,000 per annum commensurate with experience and salary history.

TO APPLY
Please send an e-mail with resume and cover letter, indicating salary requirements, to publichealthjobs@fphny.org and include “SBHC RHP Project Director_ your name” in the subject line.

The Fund for Public Health in New York City, Inc., is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.