Part Time Friendship Benches Program Administrator
30 hours per week through December

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 Friendship Benches NYC Department of Health

Friendship Benches NYC serve as non-traditional public meeting spaces installed with aims to reduce mental health treatment gaps by using peer health workers to deliver problem solving therapy, a cognitive behavioral therapy based technique, provided on a primary care level to address depression and anxiety, and motivational interviewing to support strength based approach to identify opportunities for self-care. These non-traditional counseling spaces can also facilitate referrals to social services and ongoing care, cultivate social cohesion through creative programming, and serve as pop-up stations for health promotion.

Friendship Benches have been proven to enhance community engagement, increase access to care, reduce symptoms of depression and anxiety and increase social cohesion. The provision of services, workshops, lay worker training, and employment established through shared leadership and cross-sector partnerships can improve outcomes of complex mental health interventions and reinforce community power, individual efficacy and localized networks to support self-care.

The Thrive NYC Friendship Bench Project aims to:

• Implement task-shifting model to increase access to mental health care
• Address depression and anxiety and improve self-care
• Connect with hard to reach population and build social cohesion
• Increase access to social services through referral and tracking support

POSITION OVERVIEW
The Friendship Benches Program Administrator will provide administrative oversite for the citywide friendship benches program, managing scheduling, installation, planning and reporting for all sites, activations, deliveries and events. The program administrator will supervise six peer interns who will staff all mobile activations and community events. As well as track and prepare reports on the progress of friendship benches at the action centers. The friendship bench program administrator will report to the Director of the Friendship Benches and attend regular meetings with the Director of Networks and Coalitions.
Requirements:
- Flexible work schedule, regular evenings and weekends required
- Ability to work independently, be flexible, and handle changing workload with multiple projects and changing priorities
- Working Conditions: 70% Community, 30% Office and Supervision
- A strong commitment to engage residents on a personal level and be able to get agreement on future health commitment/goals

RESPONSIBILITIES
- Prepare weekly reports on the mobile friendship bench activations
- Oversee delivery, installation and activation of mobile sites
- Provide supervision and oversight for peer interns
- Ensure timely and effective distribution of mental health resources at mobile activations
- Design and oversee implementation of community outreach strategy
- Design and oversee implementation of health promotion strategy
- Ensure visitors to friendship benches are connected to community mental health and social service
- Model positive mental health management behavior
- Engage in regular meetings with larger Friendship Bench team and support Action centers in collaborating across sites
- Participate in group activities as needed
- Serve as a positive example and representative of the organization internally and externally

QUALIFICATIONS
- High school diploma or GED, BA Preferred
- Bilingual preferred (English/Spanish or English/French) BUT NOT REQUIRED
- NYCHA residents strongly encouraged to apply
- Strong relationship builder with excellent interpersonal and communication skills
- Experience providing coaching, mentoring, adult learning, counseling, outreach, workshop facilitation, and/or group/community presentations preferred
- Experience working with marginalized populations preferred
- Healthcare related experience is a plus
- Knowledge and familiarity with NYCHA systems is a plus
- A commitment to collective action and community organizing

SALARY
The salary for this position is $35/hour.

TO APPLY
To apply, send Resume, with Cover Letter, including how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “PT- Friendship Benches Program Administrator _your name” in subject line.
The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.