

Program Coordinator, Foster Care Initiative

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; 4) the Mental Health Roadmap Initiative to provide training and technical assistance to school-based mental health professionals 5) Pathways to Success Project which focuses on working with NYC DOE LYFE Program parenting teens to link students to SBHC's and CATCH Programs co-located on their campuses; and 6) the foster care initiative which aims to increase access to sexual and reproductive health services including contraception to NYC foster care youth with a focus on youth attending NYC public high schools.

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 schools and for SBHC's to improve reproductive health services as well as revenue/reimbursement streams.

POSITION OVERVIEW

The foster care initiative is a new 3 year grant funded project to increase access to high quality sexual and reproductive health care to youth in foster care and those attending NYC public high school schools. Under the direction of the Director of Special Initiatives, the program coordinator will be responsible for coordinating the development and implementation of all project work plan activities.

RESPONSIBILITIES

Coordinate daily program activities in collaboration with the Director of Special Initiatives to ensure all project deliverables are met. This includes, but is not limited to:

- Regularly reviewing the goals and activities of the foster care initiative with program director and AHU leadership;
- Assist in the development, implementation and review of monitoring tools for tracking foster care specific performance on project indicators;
- Coordinate the delivery of sexual and reproductive health trainings to participating foster care agencies, and ACS.
- Assist in the development of and coordinate the implementation of linkage activities to ensure foster care youth attending schools with SBHC & CATCH sites are linked to services;
- Assist in the development of and coordinate the implementation of linkages between project stakeholders and partners (foster care agencies, SBHC's, CATCH, CBO's and LYFE Program);
- Assist project director and leadership team with reports to funders and other duties as necessary.
- Assist the project director with implementation of all project deliverables.

QUALIFICATIONS

- Knowledge of the NYC foster care system.
- Experience working with adolescents in foster care placement.
- Experience providing health education to adolescents on sexual and reproductive health.
- Experience working collaboratively with external stakeholders and community partners.
- Demonstrated ability to build relationship with key stakeholders.
- Minimum of a Bachelor's Degree; Master's Degree preferred.
- Excellent writing, and oral communication 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 AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is \$65,000 - \$70,000 per annum commensurate with experience and education.

TO APPLY

To apply, send Resume, with Cover Letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**Program Coordinator_ 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.