

Data & Monitoring Specialist, Harlem Health Advocacy Partners

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 (HHAP)

HARLEM HEALTH ADVOCACY PARTNERS

Harlem Health Advocacy Partners (HHAP) is a free program created by the New York City Health Department's Center for Health Equity and its partners to improve health and neighborhood conditions in East and Central Harlem. Our Community Health Workers, Health Advocates and Community Health Organizers help single residents and families access services and make healthy changes.

- **Community Health Workers** help residents set health goals, manage existing health conditions (such as asthma, diabetes, or high blood pressure) and connect to local health and social services.
- **Health Advocates** help residents find affordable or low-cost health insurance, read medical bills and review health plan options.
- **Community Health Organizers** help residents to voice their concerns and push for changes to make the neighborhood healthier.

Wellness Activities support residents in getting healthy and connecting with their neighbors. Activities include walking groups, peer support groups and smoking cessation workshops.

This position will be housed within the DOHMH's Center for Health Equity Division. The Center for Health Equity aims to strengthen and amplify the Health Department's work to eliminate health inequities, which are rooted in historical and contemporary injustices and discrimination, including racism. Our four key approaches to advance health equity are as follows:

- 1) **We support the Health Department's internal reform in becoming a racial justice organization.** By naming and addressing racism, and other social, economic, and environmental forces that create health inequities, we develop, implement and provide guidance on health equity training, practice, and policies across the Health Department.
- 2) **We invest in key neighborhoods (place-based).** The health of neighborhoods is a result of historical, political, social, and physical forces. Certain NYC Neighborhoods have been deprived of sufficient resources and attention. In order to "right" this

injustice, we have neighborhood offices in areas that bear the highest disease burden; North and Central Brooklyn, the South Bronx, and East and Central Harlem. These are centers of planning and action for community-wide and inter-agency health initiatives.

- 3) **We build partnerships that advance racial and social justice.** Public health has historically been a vehicle to advance social justice. Towards this pursuit, we strategically mobilize tools, resources, and networks to enhance community power and target the factors that socially determine health inequities. We coordinate action with residents, community advocates, community-based organizations, faith-based organizations, businesses, schools and other city agencies.
- 4) **We make injustice visible through data and storytelling.** We develop communication strategies that creatively use data, elevate the stories often untold and unseen, and call attention to racism, and other social injustices, as a root cause of inequities. We track and share results that are meaningful to community partners and that contribute to evidence-informed practices.

POSITION OVERVIEW

The database specialist will be responsible for managing and ensuring the quality and security of confidential data within a customized Salesforce case management system supporting HHAP community health worker program operations and evaluation. To this end, the database specialist will be responsible for training and technical assistance to program staff on use of the database, and will monitor the quality of data being entered into the database, and coordinate to perform data cleaning and other database administrative assistance as needed. This individual will also be responsible for providing monitoring and evaluation support and associated reporting for HHAP's community mobilization efforts.

RESPONSIBILITIES

- Provide training and technical assistance to all program staff on Salesforce use
 - Onboard new staff with instruction on how to use the custom built Salesforce system and mobile technology in conformity with HHAP programmatic protocols and best practices
 - Provide regular technical assistance and updates to all staff
- Data quality management
 - Know principles of public health research, evaluation, data management and reporting, including concepts of data coding and data structure and database set-up
 - Monitor data for quality, logic and accuracy
 - Monitor data for adherence with program protocols and best practices in data systems security; track and resolve outstanding issues
 - Help to ensure that data are entered in a timely fashion

- Provide salesforce administrative and mobile technology support
- Conduct quality checks to ensure data records are entered in accordance with established organizational processes and standards
- Evaluation and monitoring support for HHAP Community Mobilization Team
 - Serve as lead evaluation support staff for HHAP's Community Health Organizing team
 - Develop reporting templates, generate regular reports
 - Develop new monitoring and evaluation strategies as needed
 - Assist with compiling and presenting data through PowerPoints, conference presentations, and more
- Additional support
 - Provide data entry support as needed
 - Provide other programmatic and data support as needed

QUALIFICATIONS

- College degree in a related field required; MPH or MS preferred
- Detail oriented and focused
- Excellent computer skills, with proficiency in Microsoft Office Suite software
- Minimum of 2 years of experience managing program or survey data
- Experience with evaluation and monitoring
- Familiarity with database programs, survey research and/or health related data systems
- Experience with developing PowerPoint and other presentations
- Experience using SAS or SPSS is a must
- Excellent interpersonal and communication skills
- Able to work both as a team and independently, be flexible, and manage multiple projects and priorities
- Salesforce experience a plus

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The maximum annual salary for this position is \$60,000, commensurate with education and experience.

ADDITIONAL INFORMATION

There is potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirement including NYC residency.

TO APPLY

To apply, send Resume, with Cover Letter, including current/most recent salary and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**Data Monitoring Specialist - HHAP**" 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.