

Mental Health Service Corps Project Coordinator

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 NYC Mental Health Service Corps (MHSC) is an initiative that is part of ThriveNYC mental health roadmap – *a comprehensive public health approach to mental health*. The MHSC is designed to provide clinical behavioral health care in primary care and behavioral health settings. This initiative will increase the supply of diverse, qualified mental health clinicians providing evidence based practices across various settings in neighborhoods with high needs. MHSC is for clinicians (Master in Social Work, PhD/PsyD in clinical psychology and psychiatrists) willing to commit to work in high-need communities with limited access to mental health care.

POSITION OVERVIEW

DOHMH seeks a **Project Coordinator** for MHSC, situated in the Bureau of Mental Health. The Project Coordinator will be responsible for assisting in the day-to-day project activities relating to planning and coordination of all MHSC activities. This position reports directly to the MHSC Project Manager, who acts as the primary point of contact for inter-agency and multi-bureau communications and coordination for program oversight and implementation.

RESPONSIBILITIES

- Assist MHSC Project Manager with the coordination of all MHSC related activities.
- Schedule and attend all relevant MHSC meetings
- Document all meetings and distribute follow-ups and actions items to respective individuals representing all teams
- Review project plan daily and alert MHSC project manager of outstanding and at risk deliverables
- Assist MHSC project manager with project communications and updates, including project presentations, and data updates to the Thrive Tracker
- Collaborate with various offices within DOHMH, as well as external agencies partners in the community.
- Assist and organize training, meetings and all program requests.
- Perform other duties as assigned.

QUALIFICATIONS

- Educational background in Social Work or Public Health.
- Strong project management skills, excellent time management, attention to detail, oral and written communication skills.
- Strong computer skills, with proficiency using Microsoft Office. Knowledge of Salesforce a plus.
- Familiarity with health facilities and/or providers a plus.
- Community engagement experience another plus.
- Comfort working in a fast-paced environment.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience and education.

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 salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**MHSC Project Coordinator and your name**” in the 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.