

## **Senior Program Manager – New York City Health Justice Network**

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**

**This position will be based in the DOHMH Division of Prevention and Primary Care's (PPC) Health Access Equity Unit (HAEU).** PPC advances population health by supporting access to quality health services and introducing system changes that promote disease prevention and control, with an emphasis on pursuing opportunities to integrate clinical and population health strategies. The Division builds upon a portfolio of policy and programming that spans clinics and communities across the city, and includes the programmatic bureaus of Chronic Disease Prevention and Tobacco Control, Primary Care Information Project, Primary Care Access and Planning, as well as the HAEU.

Through research, policy and programming, HAEU seeks to improve the health and well-being of marginalized populations, with specific emphasis on persons with justice involvement (PWJI), by focusing on the role that healthcare and public health can play in addressing their complex health and social needs.

This position sits within a newly grant funded 3.5 year project - the New York City Health Justice Network (NYC HJN), an innovative new program to improve the health and wellbeing of persons with justice involvement (PWJI) by increasing their access to, engagement in, and quality of community-based health and social services. PWJI are defined as anyone who has had direct contact with any level of the criminal justice system (e.g. stopped, questioned, and frisked, incarceration, probation, parole, etc.)

Primary care and community-based organizations (CBOs) with experience serving PWJI will explicitly partner to serve NYC HJN clients, employing an innovative client engagement strategy that includes: 1) employing community health workers with lived experience of the criminal justice system working as navigators between health and social systems; and 2) implementing trauma informed care interventions in clinical and community settings.

The NYC DOHMH offices are located in Long Island City; some travel within the NYC boroughs will be required.

### **POSITION OVERVIEW**

FPHNYC seeks a Senior Program Manager for the NYC HJN. Under the direction of the HAEU Deputy Director, with wide latitude for independent judgement and decision making, the Senior Program Manager will maintain daily oversight of the NYC HJN project in its entirety.

**RESPONSIBILITIES**

- Oversee and manage daily NYC HJN operations and project activities; assist in NYC HJN strategic planning
- Manage NYC HJN staff, including community health workers and a community health worker supervisor
- Build and maintain relationships with key contacts from each primary care clinic and community-based organization
- Facilitate and lead Partner convenings throughout the life of the project, reporting on NYC HJN operations
- Coordinate Learning Collaborative for partner sites to share best practices and lessons learned
- Facilitate communications between DOHMH, FPHNYC, and other key administrative stakeholders
- Oversee all subcontractors, including partner sites and training/expert consultants to ensure program implementation
- Oversee community outreach and engagement initiatives (including the set-up and implementation of the Community Advisory Board)
- Review data collection, analysis, and quality improvement efforts
- Synthesize programmatic data and create and submit ongoing reports
- Coordinate with FPHNYC to manage/create spending plan for personnel and OTPS budgets
- Complete required agency trainings and other trainings as required by the primary care clinics and community-based organizations
- Proactively identify and manage issues/risks

**PREFERRED SKILLS:**

- Excellent interpersonal, collaborative and team skills are a must
- Strong written and oral communication skills
- Proven coordination and organizational skills
- Experience working on multiple projects with tight deadlines
- Experience supervising staff
- Ability to work collaboratively with multiple stakeholders across multiple service sectors, including government
- Experience with health system quality improvement and data management systems
- Experience working with health sector, non-profit organizations, hospitals and/or government agencies
- Ability to work independently and exercise a high degree of initiative to accomplish tasks and solve problems
- Outstanding written and verbal communication skills
- Experience in evidence-based programmatic design and performance measurement

- Experience in working with PWJI
- Willing to travel locally

#### **QUALIFICATIONS**

- Bachelor's Degree and 4 years of supervisory and program management experience OR a Master's degree in Social Work or Public Health and 3 years of supervisory and program management experience
- Preference will be given to candidates with lived experience of criminal justice system
- Bilingual preferred (English/Spanish) but not required
- Northern Manhattan residents preferred
- Proficiency in Microsoft Suite including Word, Excel, and PowerPoint

#### **SALARY AND BENEFITS**

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

#### **TO APPLY**

To apply, send Resume, with Cover Letter, including salary requested and how your experience relates to this position, to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating "**Senior Program Manager\_ your name**" in 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.***