

### **Health Justice Network - Community Health Worker Supervisor**

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

#### **PROGRAM OVERVIEW**

**This position will be based in the DOHMH Division of Prevention and Primary Care's (PPC) Health Access Equity Unit (HAEU).** PPC works to advance population health through 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 involved and impacted by the justice system, 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 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. incarceration, probation, parole, police contact, etc.) Primary care and community-based organizations (CBOs) with experience serving PWJI will explicitly partnered 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 the health and social systems; and 2) implementing trauma informed care interventions in clinical and community settings.

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#### **POSITION OVERVIEW**

FPHNYC seeks a Community Health Worker (CHW) Supervisor. Under the direction of the NYC HJN Project Director, the CHW Supervisor will provide direct oversight of the daily activities of the CHWs within each of the primary care clinics and community-bases organizations while maintaining strong relationships with each of the partner sites.

### **RESPONSIBILITIES**

- Complete required in-house trainings including, community health worker training and data platform training, and other trainings as required by the primary care clinics and community-based organizations
- Provide supervision, performance management and improvement, guidance, coaching, and professional development to all CHWs; trouble CHW cases, as appropriate.
- Manage relationships with key staff at all primary care clinics and community-based organizations
- Lead individual and group case reviews
- Provide ongoing performance feedback and complete annual reviews
- Communicate with Project Director and other HJN staff as needed in implementing and maintaining quality oversight on all policies and procedures
- Conduct CHWs client data records review
- Ensure compliance in maintaining participants records through data management system
- Track and monitor client outcomes and produce/maintain detailed, accurate and timely reports on productivity and quality
- Assign and monitor caseloads to assess capacity, volume and productivity
- Monitor education/training needs; facilitate implementation of identified training needs
- Communicate with Project Director and other HJN staff as needed to maintain project fidelity
- Perform other duties as assigned

### **REQUIREMENTS**

- Minimum of two (2) years of experience conducting case management practices and procedures
- Bachelor's degree in Social Work, Sociology, Psychology, Public Health or a related field **plus** minimum 2 years of applied supervisory experience. Master's Degree preferred. High school diploma or GED and extensive Community Health Worker experience including direct supervision **may be** substituted for formal education.
- Demonstrated effective leadership and supervisory experience
- Flexible work schedule
- Ability to be work independently, be flexible, and handle changing workload with multiple projects and changing priorities
- Experience providing counseling, outreach, workshop facilitation, and/or group/community presentations
- Ability to plan, organize, and direct the work of others in a motivating and constructive manner
- Ability to prepare, present, and review oral and written technical and confidential information and reports
- Strong relationship builder with excellent interpersonal and communication skills

### **PREFERRED SKILLS:**

- Preference will be given to candidates with lived experience of the criminal justice system
- Bilingual preferred (English/Spanish or English/French)
- Northern Manhattan residents preferred

- Healthcare related experience preferred
- Experience in case management with highly marginalized populations, particularly those with health, mental health, and substance abuse issues
- Demonstrated knowledge and or experience with advanced case management techniques, including harm reduction strategies, crisis intervention techniques and motivational interviewing preferred

#### **SALARY AND BENEFITS**

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

#### **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 “**PPC Community Health Worker Supervisor\_ 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.***