

**Stock Clerk for Harlem Health Advocacy Partners
March 4, 2019 to June 28, 2019**

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

HARLEM HEALTH ADVOCACY PARTNERS

The Harlem Health Advocacy Partners (HHAP) is a DOHMH funded community health worker demonstration project aimed at reducing the rates of diabetes, hypertension, and asthma in the East Harlem NYCHA community. HHAP aims to accomplish this by identifying NYCHA residents with any/all of these three chronic illnesses, and helping them better manage their illnesses through:

- One-on-one health coaching sessions
- Individual and group-level educational workshops
- Assistance in acquiring and navigating health insurance
- Referrals to clinical and social support services in the community
- Advocacy and community organizing

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 office clerk will be responsible perform various clerical and administrative duties of all office work area including conference, storage, and office rooms to support daily programmatic needs. Activities in the office range from filing and organizing various equipment between work areas to mailing, answer phones and booking room reservations.

The Office Clerk would be a temporary employee from March 4, 2019 through June 28, 2019. Location is 158 East 115th St, NY, NY.

RESPONSIBILITIES

- File, organize, and maintain office work area in a presentable manner
- Lift light packages and office supplies and transfer them to different work areas
- Office set-up
- Some data entry
- Represent the organization, internally and externally, in a positive manner

REQUIREMENTS

- Strong organizational skills with the ability to multi-task
- Physical ability to lift approximately 20-30 lbs
- Strong communication, interpersonal and customer skills
- Ability to do some data entry
- Proficient in Microsoft Word, Excel preferred
- Ability to work individually or as part of a team
- Excellent written and oral communication skills
- Working Conditions: 90% Office, 10% Community

QUALIFICATIONS

- High School Diploma or GED
- Bilingual preferred (English/Spanish) but not required

SALARY AND BENEFITS

This position is currently budgeted for \$16 per hour from March 4, 2019 to June 28, 2019.

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 "**Stock Clerk_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.