

## Health Systems 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 Primary Care Information Project (PCIP), a bureau in the NYC Department of Health and Mental Hygiene (DOHMH) is devoted to improving health by promoting and supporting primary care. The PCIP works with over 1,300 health care organizations on increasing clinical prevention opportunities, reducing health disparities, managing/preventing chronic disease, and creating community linkages to support health promotion.

Many of the activities and services to primary care are funded by grants and delivered through the New York City Regional Electronic Adoption Center for Health (NYC REACH) devoted to promoting and supporting the adoption of the chronic care model; using payment reform to advance population health by advocating and promoting reforms and programs that will facilitate the delivery of quality primary care; and monitoring the New York City healthcare system by leveraging data to monitor quality of care and population health to inform public health decisions. To learn more, visit us at [www.nyc.gov/pcip](http://www.nyc.gov/pcip) or [www.nycreach.org](http://www.nycreach.org)

### **POSITION OVERVIEW**

As a **Health Systems Project Coordinator**, you will be responsible for supporting NYC REACH health systems with incentive program project management support, policy and programmatic guidance and quality improvement initiative support. This will require frequent contact with health systems, hospital administrators, external partners, and various program and project teams within PCIP and throughout NYC DOHMH. The **Health Systems Project Coordinator** will utilize a combination of software systems to track the progress of meaningful use achievement for a caseload of NYC health systems accounts.

The ideal candidate will have strong administrative, problem solving, and communication skills to identify barriers in program achievement and resolve problems in a complex working environment. In addition, the candidate should have prior experience using one or more Electronic Health Record (EHR) systems.

### **RESPONSIBILITIES**

- Assisting the Health Systems team with the coordination of services provided to health systems participating in various recognition programs, including Promoting Interoperability Program, and other health information technology and quality improvement initiatives.

- Supporting a caseload of practices with the coordination of project management, interoperability support, and program assistance.
- Developing and delivering presentations, trainings, and other programmatic resources for internal and external audiences.
- Serving as a liaison between health systems and various teams within PCIP.
- Gathering and organizing updates from the Health Systems team and program participants to prepare for meetings.
- Monitoring and responding to internal and external service requests.
- Reviewing program data, tracking progress for program participants, identifying barriers, and recommending solutions for overcoming barriers.
- Utilizing Customer Relationship Management (CRM) database, project management software and other tools to track program achievement.
- Ensuring accuracy of program operations data in CRM database and completing required documentation for grant milestones.
- Planning, organizing, leading and completing special projects as needed.

## **QUALIFICATIONS**

### **Required Skills:**

- Bachelor's Degree
- Excellent time management, attention to detail, organizational and communication skills required
- Exceptional customer service and relationship management skills
- Must be willing to travel within the 5 boroughs of New York City, and occasionally work nights and weekends

### **Preferred Skills:**

- Two plus (2+) years of project management experience
- CRM and EHR experience
- Proficiency in Excel; knowledge of PowerPoint, SQL a plus
- Knowledge of principles related to Meaningful Use and Promoting Interoperability

**There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.**

## **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 "**Health Systems 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.***