

Health Systems Project Specialist

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 or www.nycreach.org

POSITION OVERVIEW

As a **Health Systems Project Specialist**, 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 ideal candidate will have exceptional client management skills, project management experience, quality improvement program knowledge, and analytical expertise to solve complex problems in an evolving healthcare landscape. In addition, the candidate should have prior experience using one or more Electronic Health Record (EHR) systems.

RESPONSIBILITIES

- Supporting a caseload of health systems with meeting the requirements of various recognition programs, including the Promoting Interoperability Program, and other health information technology and quality improvement initiatives
- Trending data to identify opportunities to accelerate program achievement and quality improvement
- Utilizing a Customer Relationship Management (CRM) database, project management software and other tools to track the progress of program achievement
- Assisting with the management of relationships with health system organizations, external partners, and other teams within PCIP and NYC DOHMH
- Developing and delivering presentations, trainings and other programmatic resources for internal and external audiences
- Analyze and translate policy language into actionable information for health systems
- Serving as a liaison between health systems and external partners/regulatory organizations.
- Assist with strategic decision making related to engagement with individual health systems
- 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
- Exceptional customer service and relationship management skills
- Knowledge of principles related to practice transformation
- Two plus (2+) years of project management experience
- Proficiency in Excel and PowerPoint
- Must be willing to travel within the 5 boroughs of New York City, and occasionally work nights and weekends

Preferred Skills:

- Master's degree
- Experience completing or leading quality improvement initiatives in a clinical setting
- Knowledge of principles related to Meaningful Use and Promoting Interoperability Program
- Knowledge of principles related to Patient Centered Medical Home recognition
- CRM and electronic health record experience
- SQL Experience
- Health IT interest and knowledge
- Experience working with health care providers and/or health systems
- Knowledge of the health care landscape

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 indicating “**Health Systems Project Specialist 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.