

## **Coordinator of Education & Training**

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 (School Based Health Center-Reproductive Health Project)**

The Office of School Health (OSH) is a joint Program of the Department of Education and the Department of Health and Mental Hygiene responsible for promoting the health of the 1.3 million school children enrolled in approximately 1,800 public and non 'public schools in the New York City. The OSH Adolescent Health Program manages, among other programs, in-school reproductive health programs at the high school level. These programs include the 1) School –Based Health Centers, which offer comprehensive primary care services that include mental health and reproductive health as critical components of adolescent health care services) 2) Connecting Adolescents to Comprehensive Healthcare (CATCH) Program which offers in-school pregnancy tests, emergency contraception, hormonal contraception and referrals for reproductive health care by OSH staff in the school medical rooms 3) Chancellor's Initiative which is a \$80 Million project to develop and build over 50 SBHC's over the course of 3 years; and 4) School Based Mental Health Roadmap training initiative that offers over 60 workshops/trainings per year to over 300 mental health professionals working in NYC public schools.

The OSH is the recipient of several grants to develop, implement, and evaluate adolescent pregnancy prevention initiatives in NYC DOE schools. These grant-funded initiatives include offering expanded direct reproductive health services in select high school sites using nurse practitioners; enhancing services in existing CATCH sites; providing technical assistance and training to over 80 high school SBHCs to improve services as well as revenue/reimbursement streams; and improving services in low performing SBHC sites.

### **POSITION OVERVIEW**

The School-Based Health Center Reproductive Health Project (SBHC RHP) is a grant-funded project to increase adolescents' access to high quality sexual and reproductive health care in school-based health centers. One of the main components of the project is provider capacity building, which includes provider training and educational activities. These activities include the development of an annual training calendar (core mandatory workshops for all SBHC staff) and site-specific training for SBHC staff on the provision of sexual and reproductive health care to adolescents including onsite dispensing of contraceptive methods.

### **RESPONSIBILITIES**

Working closely with other RHP team members, under the supervision of the Program Director of Education and Training, Adolescent Health Unit will be responsible for:

- Managing the day-to-day operations of the SBHC RHP training and education unit;
- Supervising the logistical requirements for all trainings;

- Reviewing all training materials from vendors and making comments on accuracy and appropriateness for SBHC staff;
- Observing all trainings to offer feedback on content and gather information/answer questions from participants;
- Overseeing training registrations and attendance to ensure the appropriate audiences are being reached;
- Participating in identification of new training vendors and preparation of contract documents;
- Marketing the trainings to SBHC staff via emails and phone calls;
- Implementing tool(s) to identify training needs of all SBHC staff;
- Creating annual training calendar for all SBHC interdisciplinary personnel, including a set of core mandated trainings;
- Developing training designs, curricula and related slide presentations on adolescent sexual health topics such as adolescent friendly services in health centers, outreach services to males, etc, as needed.
- Assisting in the preparation of reports as needed for senior leadership, as well as for the funder, detailing project implementation and accomplishments.
- Collaborating with Director in the ongoing evaluation and improvement of training curriculum

### **QUALIFICATIONS**

- Graduate degree in public health or related field;
- Minimum of 3 years' experience working in family planning/reproductive health care field; adolescent health experience preferred;
- Minimum of 3 years' experience providing training to multidisciplinary staff in both large venue & small workshop format; around health issues, including reproductive health;
- Excellent analytical, writing, and oral communication skills, with strong presentation skills;
- Strong attention to detail;
- Experience developing health related training curricula;
- Knowledge of evidence-based curricula on sex education;
- Strong computer skills (MS Word, Excel and Power Point);
- Creative and well organized, with good follow through to complete assignments; and
- Ability to juggle and keep track of several tasks simultaneously; ability to maintain big picture perspective while managing the day to day details required to implement and sustain a successful project.

### **SALARY AND BENEFITS**

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

### **ADDITIONAL INFORMATION**

There is potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirement including NYC residency.

**TO APPLY**

Please send an e-mail with resume and cover letter, indicating salary requirements, to [publichealthjobs@fphny.org](mailto:publichealthjobs@fphny.org) and include "Coordinator of Education & Training" 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.*