

## **Program Manager, School-Based (Human Papilloma Virus (HPV) Vaccination Program**

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 NYC DOHMH Office of School Health (OSH) has received a grant to implement the School-Based HPV Vaccination Program in NYC public schools. The program aims to increase citywide HPV vaccination rates by executing a multi-component program in NYC public schools. The program will entail vaccine administration in school-based health centers (SBHCs) as well as school nursing offices and school-based reproductive health care clinics, provider and staff education, and a largescale public advocacy campaign. The School-Based HPV Vaccination Program will take place over the duration of 3 years, expanding into new sites each year. Program's headquarters are located in Long Island City (DOHMH Headquarters) but the project is citywide.

### **POSITION OVERVIEW**

Under the supervision of the Adolescent Health Unit, and in conjunction with the HPV Program Director, the HPV Program Manager will be responsible for various aspects of the program's implementation. The Program Manager will be responsible for managing and overseeing the implementation of those project activities aimed at improving the uptake of HPV vaccination at designated School Based Health Centers (SBHCs). Tasks may include conducting site visits and working closely with HPV Project Director, school-based clinic staff and school administration to successfully implement the program.

**RESPONSIBILITIES** will include but not be limited to:

- Serve as project liaison between school administration, SBHC staff and OSH to in the implementation of the HPV vaccination project
- Develop new intervention components, training modules, clinical workflows and project implementation tools to assist SBHC sites improve HPV vaccination rates.
- Provide training to clinical and non-clinical SBHC staff in order to improve HPV vaccination uptake.
- Manage the collection and analysis of immunization data (by sponsoring institution) to prioritize project participation and outreach activities.
- Assist with evaluating current and sponsor-specific HPV vaccination systems and recommending project activities to increase HPV vaccine uptake within school-based settings
- Recruit and supervise other HPV project staff (public health educators/community coordinators) that will be deployed citywide to assist select sponsoring institutions improve vaccination rates.

- Assist with managing project deliverables and ensure adherence to project timelines
- Participate in the identification and recruitment of SBHCs sites for targeted participation in the HPV vaccination project
- Monitor and analyze HPV vaccination rates and other factors of project sites using data from Citywide Immunization Registry (CIR).
- Participate in local and national telephone calls, meetings, and conferences, as needed
- Prepare abstracts, articles, and presentations for national, regional, and local publications, conferences, and meetings to disseminate project findings

### **QUALIFICATIONS**

- BA degree from a regionally accredited college or university, one recognized by the New York State Education Department, MPH preferred
- Experience working in a school-based settings required
- Knowledge of STIs, adolescent health, sexual and reproductive health required
- Excellent interpersonal, communication and presentation skills
- Proficient in Microsoft Excel
- Experience working with quality improvement and transformation initiatives for improving outcomes
- Ability to work as part of a team, as well as independently

### **SALARY AND BENEFITS**

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 requirements including NYC residency.

This is a 3-year grant-funded position. There may be potential for extended funding after the 3-year period has expired.

### **TO APPLY**

To apply, send Resume, with Cover Letter, including how your experience relates to this position, to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating “**Program Manager School Based\_Your Name**” 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.*