

Quality Improvement Program Manager

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 within the NYC Department of Health and Mental Hygiene (DOHMH), is devoted to improving population health by supporting and promoting primary care for all New Yorkers. PCIP also operates the New York City Regional Electronic Adoption Center for Health (NYC REACH) by assisting providers in New York City through practice transformation, quality improvement initiatives and other support services, such as Meaningful Use support, revenue cycle management, and data security. To find out more about this ground-breaking project visit us at www.nyc.gov/pcip or www.nycreach.org.

POSITION OVERVIEW

In collaboration with FPHNYC, PCIP is seeking a **Quality Improvement Program Manager** to join the Quality Improvement team. The **Quality Improvement Program Manager** will manage a Centers for Disease Control and Prevention (CDC) funded grant called Take Action ABCD (A1C Control, Blood Pressure Control, Cholesterol Management, Diabetes Prevention and Management), which focuses on applying evidence-based strategies to prevent and manage diabetes and heart disease within underserved neighborhoods in New York City with high rates of disease burden and related morbidity and mortality from these chronic conditions. Programmatic activities under the grant includes a wide range of activities including: providing practice facilitation to health care practices and pharmacies, supporting the implementation the National Diabetes Prevention Program (National DPP), advocating for policy changes to support equitable scale-up of the National DPP, integrating community health workers, training medical assistants to provide telephonic self-management support and increasing referrals to diabetes self-management programs.

The **Quality Improvement Program Manager** provides management and direction, with guidance from the Senior Director of Quality Improvement, in various projects and duties to ensure alignment with the CDC's grant requirement and the health department's overall mission and goals. The **Quality Improvement Program Manager** will engage programmatic staff across the NYC DOHMH and external stakeholders (e.g. CDC partners and other jurisdictions who do similar work).

RESPONSIBILITIES

- Manage and support the grant requirement and implementation for the organization, including research activities

- Identify and develop strategies to optimize the grant administration process
- Identify opportunities and develop strategies to advance programmatic activities
- Oversee if the grant is implemented according to the operational and financial needs of the organization
- Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process
- Provide detailed reports to the funder and internal stakeholders with respect to the organization's progress
- Monitor paperwork and other related documents connected with grant-funded activities
- Provide training to the new staff on reporting requirements

ESSENTIAL SKILLS AND ABILITIES

- Excellent project management skills with experience in managing and supervising projects
- Excellent organizational skills
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Good understanding of the organization's overall business and its objectives
- Ability to work within a team and provide support to the other staff
- Ability to perform in cross-functional team approach and job responsibilities
- A multi-tasker with strong ability to work under pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Proficient in using computers with related knowledge of software programs

QUALIFICATIONS

- Minimum of a bachelor's degree; master's degree in public health, public administration or a related field or equivalent experience preferred
- Three to five years of healthcare, non-profit, or public sector experience; prior experience working with the CDC a plus

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.

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 "Quality Improvement Program Manager 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