Community Coordinator, 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 (Please list Grant Name and Location)

The NYC DOHMH Office of School Health (OSH) has received a grant to implement the School-Based HPV Vaccination Program in 95 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.

POSITION OVERVIEW

Under the supervision of the Adolescent Health Unit and the Program Director, the Community Coordinator will be the liaison between the Office of School and all school-based implementation sites for the HPV vaccination program. He/she will work collaboratively with the Program Manager to ensure that day to day operations are being carried out according to the project timeline. Tasks will include coordinating program logistics by effectively communicating with clinic staff, school administration, students and parents when necessary.

RESPONSIBILITIES

- Coordinate and assist with the initiation and follow-up of sexually active students in need of HPV vaccination in public school settings
- Maintain knowledge of HPV and HPV vaccination in order to provide up-to-date information and improved care to patients
- Provide HPV health education to public high school students.
- Provide effective linkages to HPV related materials and services as needed to public health school students
- Conduct educational sessions in HPV, cancer-prevention and parent/adolescent communication to parents, teachers, school staff as requested
- Work with health care providers and staff to implement health education activities in school-based health settings
• Maintain effective professional relationships with school staff, medical room staff, school-based health center staff, colleagues and supervisors to meet the needs of the program. Assist in identifying and resolving problems and issues of concern.

• Organize and monitor the inventory of educational materials, and initiate orders when necessary

• Assist in conducting a needs/assets assessment and key informant interviews with CATCH sites to identify facilitators/barriers for administering HPV vaccination in the CATCH program/setting

• Assist project nurses with follow-up and outreach to students in various SBHC and CATCH sites

• Track and analyze HPV vaccination rates and other factors of project sites

• Participate in local and national telephone calls, meetings, and conferences, as appropriate

QUALIFICATIONS

• BA degree from a regionally accredited college or university, one recognized by the New York State Education Department, MPH preferred

• Expertise in health education

• Experience working with adolescents

• Experience working in a school-based setting preferred

• Excellent interpersonal, communication and presentation skills. Ability to work effectively and enthusiastically with adolescents, adults, professionals and other personnel from a wide range of cultural, social and economic backgrounds

• Proficient in Microsoft Excel

• Knowledge of STIs, and in particular, HPV, adolescent health, sexual and reproductive health preferred

• 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 requirement 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 indicating “Position,Title_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.