

Program Manager*/Bureau of Harlem Neighborhood Health

Job ID: 496878

Civil Service Title: CITY RESEARCH SCIENTIST

Title Classification: Non-Competitive

Job Category: Health

Career Level: Experienced (non-manager)

Work Location 161-169 East 110 Street

Division/Work Unit: CHECW-HRLM NEIGHBORHOOD HLTH.

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Job Description

The Center for Health Equity & Community Wellness (CHECW) uses a racial and social justice approach to eliminate health inequities for those who are most marginalized in New York City and to reduce overall premature mortality from the leading causes of preventable death with the vision that every New Yorker will live in a thriving neighborhood with equitable access to resources that help support healthy individuals and communities. This Division unifies and strengthens the Department's lines of work directed at eliminating racial inequities for preventable health conditions, which are rooted in historical and contemporary injustices and discrimination, including racism. The Bureau of Harlem Neighborhood Health is seeking to hire a City Research Scientist II to serve as a Program Specialist who will be responsible to work under the Creating Health Schools and Communities, a grant issued by the New York State Department of Health. This work aims to reduce racial inequities resulting from premature mortality resulting from chronic disease by developing strategies and activities to promote health nutrition and physical activity in the neighborhoods of East and Central Harlem.

Our intent is to implement a variety of physical wellness activities and nutrition strategies as detailed in the grant application in: - Early childcare/education settings - Establish food service guidelines in worksites/targeted neighborhoods - Active transportation/Built environment - Provide physical activity and nutrition access to students in public schools The Program Specialist is responsible for grant management including budgeting, contracting, staff management and compliance as well as day to day planning, implementation, and monitoring of the project, including developing and monitoring relationships with school and community-based partners and city and state agencies; building coalitions to leverage resources and increase sustainability; providing training and technical assistance; identifying and disseminating best practices; managing staff; data collection and reporting. They will be responsible for maintaining records, creating reports, preparing and conducting presentations; and utilizing automated systems and tools to support research and analysis, focusing 65% of time on communities and 35% on schools. In the event of a public health emergency as deemed by the agency (public health outbreak, natural disaster, etc.) employees may be mandated to assume an emergency response role. In these rare instances and when notified, staff will be re-assigned from their regular day-to-day duties as noted in this job description to take on another role considered necessary by the agency. When this occurs, all staff are required to comply with the change in assignment and must be prepared to be called upon promptly.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

- Analyze, coordinate and manage programmatic data and data systems that provide reports for internal leadership, grants, research and evaluation and external partners.
- Manage all grant related activities including staffing, budgeting, reporting, contracting, etc.
- Plan and execute community activities, presentation, and other health related events (some evening and weekends work required).
- Supervise and train health promotion staff and interns.
- Present local health data to partners to build a shared neighborhood response to emerging issues.
- Build capacity with community stakeholders to reduce health disparities and promote health equity in underserved neighborhoods.
- Track and monitor programmatic and community engagement efforts through Public Health Partners Connect (our client relationship management system) and other database platforms.
- Effectively engage with local leaders and other community partners in advocating public health programming, policies, and research.
- Establish and maintain effective relationships with key local organizations and community partners to identify and address health equity and the health needs of underserved communities.