

City of New York
Department of Health and Mental Hygiene
CITYWIDE JOB VACANCY NOTICE

JVN: #81612146400CAP

Civil Service Title:	Health Services Manager	Level:	M-II
Title Code No.:	10069	Salary:	\$54,740 to \$146,276
Office Title:	Director, Adolescent Reproductive Health Programs	Work Location:	Queens, NY
Division/Work Unit:	Health Promotion and Disease Prevention/Bureau of Maternal Infant and Reproductive Health	No. of Positions:	1
Hours/Shift:	Full-time	Position(s)#:	211141

JOB DESCRIPTION:

The Bureau of Maternal, Infant and Reproductive Health (BMIRH) advances sexual, reproductive, maternal, perinatal, and infant health by developing and promoting evidence-based interventions and policies and by conducting research and disseminating findings. BMIRH works to provide adolescents with the tools needed to make informed decisions about their sexual and reproductive health; promotes policies to increase access to quality reproductive health care; promotes health equity to close the gap in health status by socioeconomic status and race/ethnicity for women and infants; and partners with hospitals and promotes policies to make breastfeeding the norm.

The Director of Adolescent Reproductive Health Programs (ARHP) reports to the BMIRH Assistant Commissioner and is a member of BMIRH's senior team. The ARHP Director will provide leadership and strategic direction to BMIRH efforts to reduce unintended teen pregnancy, will oversee and assure proper management of day-to-day activities, and will assure ongoing alignment with the Bureau's strategic plan, recommending changes or modifications to the plan as appropriate. Responsibilities for this position include the following:

- Supervise, provide guidance and technical assistance to ARHP staff in developing and implementing their work.
 - Establish systems and modes of carrying out the work to assure staff accountability; professional development; clarity of roles, goals and objectives; coordination of activities; and effective communication regarding ARHP and other bureau activities.
 - Develop, recommend and/or implement program and policy initiatives to increase contraceptive use and overall access to sexual and reproductive health services by sexually active teens; increase use of long-acting reversible contraception as a safe and effective contraceptive option, and increase access to post-abortion contraception.
 - Oversee the Bureau's activities related to the Mayor's Young Men Initiative and monitor DOHMH brochure, 'Teens in NYC Guide' to ensure that partner clinics have adequate supplies.
 - Develop and disseminate uniform messages and educational materials for Adolescent Reproductive Health Programs (ARHP) on teen sexual and reproductive health used by DOHMH, other government agencies and ARHP partners.
 - Develop recommendations for DOHMH use of technology to impart information, education and linkage to services for teens regarding sexual and reproductive health.
 - Advocate for local, state and federal policy change to assure and increase access to confidential sexual and reproductive health, including onsite contraception and other best clinical practices.
- Collaborate with other Bureau Units/staff, HPDP Division and other DOHMH Bureaus when conducting related activities, including Research & Evaluation. Assure that ARHP efforts are effectively and efficiently coordinated to meet Bureau and Division goals.
- Partner with the Bronx District Public Health Office (DPHO) on implementation of the CDC-funded Bronx Teens Connection (BxTC) as a sustainable, replicable multi-component community-based program to reduce unintended teen pregnancy.
 - Participate in the BxTC Leadership Team, and work with other senior staff in BMIRH and Bronx DPHO to assure implementation of a sustainable and replicable model and coordination with other NYC, state and federal efforts.
 - Cultivate and strengthen effective partnerships with other NYC governmental agencies and community-based agencies to move forward BMIRH efforts on adolescent sexual and reproductive health.
 - Prepare PowerPoint presentations on ARHP activities and present at meetings, workshops and conferences as requested. Represent the Assistant Commissioner at meetings, conferences and other events as required.

-- Stay abreast of developments in the field of teen sexual and reproductive health, and share information with Bureau Directors and Assistant Commissioner; make recommendations for enhancement of current and future program goals.

PREFERRED SKILLS:

Program implementation and development; policy development; Staff supervision; adolescent health, sexual and reproductive health; strong leadership, management, organizational and written and oral communication skills.

QUALIFICATION REQUIREMENTS:

1. A Baccalaureate degree from an accredited college and five years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which must have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work; or

2. Education and/or experience equivalent to (1) above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in (1) above.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY, PLEASE SUBMIT RESUME ONLINE:

www.nyhealthcareers.com

JVN search: 146400

Post Date: 5/22/2012

Post Until Filled

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