**Date:** September 10,2013

**Job Title:**  Director of Evaluation for the Adolescent Health Unit /School Based Reproductive Health Initiatives

**Organization:** Fund for Public Health in New York, Inc.

**Position Reports to:**  Director, Adolescent Health Unit, Office of School Health

NYC Department of Health and Mental Hygiene

The Fund for Public Health in New York, Inc. (FPHNY) 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, FPHNY implements programs to address pressing public health needs, fosters private sector support to enhance health and health care, and helps educate the public regarding the protection of individual, family, and community health.

**PROGRAM OVERVIEW**
The Office of School Health (OSH) is a joint Program of the Department of Education and the Department of Health and Mental Hygiene responsible for promoting the health of the 1.3 million school children enrolled in approximately 1,800 public and non 'public schools in the New York City.

The OSH Adolescent Health Program manages, among other programs, in-school reproductive health programs at the high school level. These programs include the 1) Connecting Adolescents to Comprehensive Healthcare (CATCH) Program which offers in-school pregnancy tests, emergency contraception, hormonal contraception and referrals for reproductive health care by OSH staff in the school medical rooms; 2) School –Based Health Clinics, which offer comprehensive primary care services that include mental health and reproductive health as critical components of adolescent health care services

3) Chancellor’s Initiative which is a $30Million project to develop and build 20 SBHC’s over the course of 3 years.

The OSH is the recipient of several grants to develop, implement and evaluate Adolescent Pregnancy Prevention initiatives in the schools. These grant-funded initiatives include offering expanded direct reproductive health services in select high school sites using Nurse Practitioners, enhancing services in existing CATCH sites, improving services in low performing SBHC sites; as well as providing technical assistance and training to over 40 high school SBHC’s participating in the Reproductive Health Project

**POSITION OVERVIEW**

 Under the direction of the Adolescent Health Director, the Director of Evaluation will be responsible for the development, implementation and day to day activities of all school-based reproductive health evaluation activities, including supervision of staff within the evaluation unit.

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

* Design and implement the evaluation plans for the reproductive health program
* Oversee all evaluation activities, including the development of effective data collection, monitoring, and reporting systems
* Provide technical assistance on data collection, management, and reporting to School Based Health Clinics as well as other partnering organizations
* Supervise management of web –based data collection system
* Analyze and interpret data and statistics, using basic –advanced statistical procedures, depending on analytic needs
* Quickly synthesize and summarize information from scientific literature and a variety of other sources
* Demonstrate program efficacy and accountability and identify best program practices
* Conduct site visits to SBHC’s when indicated requiring some travel throughout the boroughs
* Develop and oversee the preparation of monthly, quarterly and annual reports monitoring the progress of all objectives towards short and long-term objectives
* Oversee and write the final reports to funding agencies
* Coordinate the reporting of all necessary measures for any additional evaluation projects planned by the Adolescent Health Unit
* Oversee the dissemination of data at scientific and trade conferences, meetings, and seminars
* Supervise and provide guidance to 3-4 direct reports

**QUALIFICATIONS**

* Doctorate with a specialization in an appropriate field of physical , biological, environmental or social science and at least 2 years of full time related research/evaluation experience in a supervisory, administrative or research capacity; **OR**
* Master’s degree with a specialization in an appropriate field of physical, biological, environmental or social science and am minimum of three years of full time related research experience

**PREFERRED SKILLS**

* A minimum of 5 years experience in program evaluation development and management; at least 3 of which should be in the reproductive health field
* Advanced quantitative and qualitative analytic skills
* Strong scientific writing, data analysis and statistical skills with ability to manipulate and analyze large complex longitudinal using statistical software such as SAS.
* Experience with web based data collection systems
* Excellent writing and oral presentation skills
* Ability to translate evaluation data to staff program as well as to practitioners working in school based health centers

**SALARY**

Salary is commensurate with experience; with a maximum of 105k annually. In addition, FPHNY offers a comprehensive benefit package.

**TO APPLY**

Please send an e-mail including resume and cover letter, indicating salary requirements, to publichealthjobs@fphny.org indicate “**Director of** **Evaluation**” and your name in the subject line.

**The Fund for Public Health in New York, Inc. is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply**