



DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

Job ID: 157162 # of Positions: 1
Business Title: Field Coordinator, Center For Health Equity
Civil Service Title: ADMINISTRATIVE STAFF ANALYST (
Title Code No: 1002A Level: 00
Job Category: Community & Business Services, Health
Career Level: Experienced (non-manager)
Proposed Salary Range: \$ 56,937.00 - \$ 80,000.00 (Annual)
Work Location: 42-09 28th Street
Division/Work Unit: Center for Health Equity

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Job Description

The newly created Center for Health Equity (CHE) will align efforts in advancing health equity across the city and ensure that we deploy resources to reduce health and mental health disparities across all neighborhoods in New York City. The CHE will work in collaboration with community-based partners, building on work the District Public Health Offices and others have pursued over the years. The Center will focus on three key areas: leveraging policy changes to better integrate primary care and public health to serve the health needs of communities; building interagency collaboration to implement a multi-sectorial approach to addressing the root causes of health disparities; and increasing access to care by making services more accessible in neighborhoods with the worst health outcomes. The ultimate goal is to reduce differences in health outcomes that can be traced to unequal economic, environmental and social conditions.

As the Field Coordinator you will:

- Report to the Community Health Worker Initiative Director in the Harlem District Public Health Office and assist with overseeing, planning and coordinating the Community Health Worker Initiative.
- Assist in the communication, coordination, and collection of data from community-based providers for any demonstration project for residents in East Harlem.
- Assist in data analysis and reports making recommendations to senior management and demonstration project evaluators.
- Triage all incoming information based on predetermined protocols and monitor contracts with community-based providers to ensure contract deliverables are met.
- Respond to inquiries about the Community Health Worker Initiative from community organizations, individuals and others and assist in developing and promoting key partnerships/working relationships with potential referral sources.
- Write reports and briefing materials as required.

Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Expertise and experience in community-based public health approaches to health improvement. Knowledge of relevant state and federal laws, statutes and regulations. Skills and experience in data collection and analysis, program planning, development, implementation and evaluation. Ability to communicate effectively in public forums. Excellent written and oral communication skills. Experience working with the community-based organizations and other governmental and health care organizations.

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number #157162.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Work Location

42-09 28th Street, Queens, NY, 11101

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING 07/24/2014
DATE:

POST Until Filled
UNTIL: