



**Job Title:** LIFT Contract Coordinator

**Reports to:** Director of Community Initiatives

**Location:** Orange County Health Department

**Classification:** Exempt

**Employment Status:** Regular, Full time

**Salary Range:** 38K-43K

**About HealthlinkNY:**

HealthlinkNY is a Qualified Entity (QE), funded by the New York State Department of Health (NYS DOH), which operates a health information exchange (HIE) as well as population health improvement programs (PHIP), supports healthcare delivery reform (DSRIP) and fosters collaboration for a 13 county region spanning the Hudson Valley, Catskills, and Southern Tier of New York. The HealthlinkNY HIE offers electronic access to patients' community-wide health records and serves as the region's access point to the Statewide Health Information Network of New York (SHIN-NY), supporting collaboration between healthcare providers across the state. For more information please visit [www.healthlinkny.com](http://www.healthlinkny.com)

**Nature and Scope of the Position:**

The LIFT Contract Coordinator is responsible for working with the Orange County Department of Public Health to ensure the successful implementation of community-wide interventions as part of the Orange County LIFT Program (OC LIFT). Through OC LIFT, funds will be made available to support evidence-based community interventions designed to reduce obesity and prevent diabetes.

Under the general direction of the Director of Community Initiatives, the LIFT Contract Coordinator will provide support to the Orange County Department of Public Health in the solicitation, selection, and monitoring of community-based interventions of OC LIFT. Specifically, the LIFT Contract Coordinator will focus on: promotion of available funds, communication between Orange County Department of Public Health and the HealthlinkNY regarding the selection of funded projects, ensuring deliverables are met on time, and monitoring of program activities related to the delivery of community-based interventions.

**Main Responsibilities:**

Key functions of the LIFT Contract Coordinator include:

- First point of contact with the OC LIFT partners on matters related to the clinical intervention components of the program;
- Provide oversight of the clinical intervention components of the OC LIFT work plan with staff, partners and subcontractors and ensure that deliverables are met effectively and on a timely basis;
- In consultation with the Director of Community Initiatives, develop and monitor work plans, and report progress toward stated timelines and goals;
- Prepare grant reports including program evaluation for submission to the Director of Community Initiatives;



- Demonstrate flexibility and adjust to shifting priorities, demands and timelines through problem solving capabilities;
- Maintain subcontractor relationships and contracts related to delivery of clinical interventions;
- Represent the organization at meetings and conferences as needed;
- Participation in organizational business and strategic planning as needed;
- Regular travel throughout Orange County as necessary to support effective implementation and monitoring of clinical interventions as part of OC LIFT.

**Education:**

- Bachelor degree in public health, public administration, health planning, healthcare administration or related field, or, three to five years of experience in health planning, health policy, health care administration or community agencies dealing with health and/or health and related services.
- Experience with Microsoft Office products (Word, Outlook, Excel and Power Point).

**Experience:**

- Excellent writing skills, including the ability to prepare high quality written reports from diverse materials and inputs.
- Excellent oral communication skills, both in small group meetings and in large meetings of 50 or more persons, including the ability to prepare and present effective and compelling power point slides.
- Strong interpersonal skills and the ability to manage intrapersonal and team dynamics utilizing negotiation and conflict management techniques.
- Ability to elicit cooperation from a wide variety of sources, including stakeholders and team members.
- Effective problem-solving skills.
- Ability to respond to requests in a timely fashion; provides accurate and consistent information.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Flexibility during times of change.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is regularly required to talk and hear while performing the duties of this job. The employee frequently is required to stand, walk, and reach with hands and arms. The employee may occasionally lift up to 10 pounds.



**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply:**

Please email your resume and cover letter to [info@healthlinkny.com](mailto:info@healthlinkny.com)