



Job Title: Population Health Coordinator

Reports to: Hudson Valley Program Manager

Location: Eastern Office

Classification: Exempt

Employment Status: 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

Nature and Scope of the Position:

The Population Health Coordinator is responsible for working as part of the HealthlinkNY Community Network team. The Population Health Coordinator will support the Hudson Valley Program Manager in developing and implementing a regional plan to address health disparities and advance the goals of the New York State Prevention Agenda.

Main Responsibilities:

- Utilize local assessments on health disparities, social determinants of health, and other relevant local data, reports, and available information to inform and address health disparities in the Mid-Hudson PHIP region.
- Support the implementation of the Mid-Hudson PHIP work plan to address health disparities and work collaboratively with a diverse group of regional stakeholders to advance and promote health equity and the New York State Prevention Agenda goals.
- Participate in HealthlinkNY and New York State Department of Health meetings, work groups, and forums as requested by the Program Manager.
- Attend county and regional events, planning groups, task forces, etc. as assigned by the Program Manager.
- Represent Mid-Hudson PHIP and HealthlinkNY at community meetings, work groups, and forums as assigned by the Program Manager.
- Develop and coordinate stakeholder engagement activities in the Mid-Hudson under the guidance of the Program Manager.
- Assist with the implementation of Blueprint for Health Equity events to include collection of testimonials, photos, and video footage at the events.
- Assist with the evaluation of PHIP activities and provide program reports as assigned by the Program Manager.
- Maintain knowledge of developments and trends in the field of population health, specifically social determinants of health and health disparities.



- Review data and create monthly data highlight reports to post on the project website.
- Frequent travel throughout the Mid-Hudson Valley PHIP Region (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester Counties).
- Basic knowledge and ability to speak to the Health Information Exchange (HIE) functions, capabilities and services provided to participants. Understanding and ability to describe the State Health Information Network of New York (SHIN-NY) to external partners and potential participants. Participation in community events and New York State Department of Health (NYSDOH) initiatives.

Education:

Bachelor Degree in public health, public administration, health planning, social work, or related field, or, three to five years of experience in health planning, health policy, community development, program development, or program evaluation.

Experience:

- Working knowledge of Microsoft Office products including Word, Excel, PowerPoint, and Access.
- Working knowledge of social media platforms including Twitter, Instagram, and Facebook
- 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 visual presentations
- 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.
- HealthlinkNY is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is HealthlinkNY's policy to provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation would impose an undue hardship on the organization.



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