



**Brownsville Community Development Corporation**  
592 Rockaway Ave., N.Y. 11212-5539 718/345-5000 Fax 718/345-5794

## **JOB OPENING**

<b>Date of Posting</b>	<b>April 21, 2016</b>
<b>Position:</b>	<b>Program Manager</b>
<b>Service Area/Unit:</b>	BMS@Jefferson School Based Health Center (SBHC)
<b>Schedule (Days &amp; Hours):</b>	Full-time/Monday-Friday 8AM-4PM/Some Flexible hours
<b>Primary Duties/Responsibilities:</b>	<p>The Program Manager is responsible for the supervision of the functions of the BMS@Jefferson SBHC site, ensuring that the program meets all program requirements and meets deliverables according to NYSDOH funders and BCDC Mission/Goals and Objectives. In conjunction with program personnel and under the supervision of Director of Health Center Operations initiate new adolescent health education services. Directly supervise the administrative functions of all SBHC staff including the WATCH Health Partner Coordinator, Patient Care Coordinator, WATCH Adolescent Coordinator and Nurse Practitioner along with any other additions or changes to the program personnel. Maintain Program Quality assurance projects and reports, Joint Commission standards, SBHC PERT reviews, and audits etc. Submit NYSDOH mandated quarterly and end of year reports as well as program budget and vouchers in conjunction with BMS finance department. In conjunction with other program directors and under the supervision of the Director of Health Center Operations, collaborate with WATCH Health Partner Coordinator to increase fund development, identifying grant opportunities and managing new grant sources. In conjunction with BMS' Medical Director, and in accordance with NYSDOH Guidelines, coordinate the clinical services provided by Clinician: Comprehensive age-appropriate health assessments, screening, and counseling (history immunization, complete physical exam, scoliosis screening, height/weight plotted on growth chart, vision &amp; hearing screening, hematocrit/hemoglobin, urinalysis and care plan, with referral and follow-up); Diagnosis and Treatment and appropriate triage and referral for minor problems, acute problems, and chronic conditions; Laboratory Testing (performed on-site) to include hematocrits/hemoglobin's urinalysis-dipstick, wet-prep and pregnancy tests and specimens obtained on site for off-site lab testing of throat culture and other infectious sites, microscopic urinalysis,</p>

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sickle-cell test (where appropriate) and lead test (where age-appropriate) dental care, and Mental Health services. Work with BMS departments and units to ensure the smooth and efficient operation of the SBHC. Ensuring the implementation and/or coordination of outreach activities. Collaborate with Adolescent Service Coordinator to initiate new adolescents to engage in clinical services at BMS clinical sites. In coordination with Coordinator of Adolescent Services track the success of these programs and impact on BMS patient productivity, engage and coordinate potential partners in the planning process at the community, state and local government and conduct an in-depth assessment of the nature and extent of assets available for adolescent health services in WATCH and the community. Implementing measurable outreach efforts and increase patient visits and student enrollment rates for SBHC and all applicable BMS sites. Conducting in class presentation on SBHC services and enrollment process.

**Qualifications Required (Years of Experience, Education, or Special Training):**

Master's Degree preferred or Bachelor's Degree with three (3) years' experience. At least three (3) years program management experience. A minimum of two (2) years of supervision experience. Computer literate; skillful in Excel, Word & PowerPoint. Excellent customer service and interpersonal skills. Bilingual in English, Spanish, or French preferred.

**Salary Range:**

\$60,000 per annum

**Contact Person/Phone:**

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