Position Announcement

Quality & Technology Initiatives Coordinator
Location: New York, NY

The mission of the Community Health Care Association of New York State (CHCANYS) is to ensure that all New Yorkers, including those who are medically underserved, have continuous access to high quality community-based health care services including a primary care home. To do this, CHCANYS serves as the voice of community health centers as leading providers of primary health care in New York State. CHCANYS is a dynamic, team-oriented, 501(c)(3) non-profit organization that advocates on behalf of and provides technical assistance to federally qualified health centers (FQHCs) throughout New York State. FQHCs provide comprehensive community-based primary and preventive care services to anyone who seeks care, regardless of insurance status or ability to pay.

CHCANYS is New York State's Primary Care Association, comprised of all of the FQHCs in New York State. New York's nearly 800 FQHCs sites provide primary care services to 2.2 million New Yorkers annually and are central to both federal and state health care reform strategies. CHCANYS is nationally recognized for its programs in health policy, quality improvement, health information technology, health system planning, and training and technical assistance.

Position Summary:
CHCANYS' Quality & Technology Initiatives (QTI) division supports New York FQHCs to achieve the Quadruple Aim through a satisfied workforce, successful delivery of high quality, patient centered, and cost-effective primary health care for medically underserved populations. Quality & Technology Initiatives leverages resources and partnerships to support health centers in their strategic use of data and health information technology to improve care processes and outcomes. A web-based data analytics platform, along with other supporting software, is a core component in how QTI supports FQHCs statewide. This approach enables CHCANYS to effectively advance health center's capacity to address their patients' social determinants of health, integrate primary care and behavioral health, as well as implement other critical strategies to help providers as they transition to value based payment models.

The QTI Project Coordinator plays an integral role for the team, helping to manage a diverse portfolio of projects that span health information technology, chronic disease management and preventive care. The Project Coordinator supports the team by providing logistical support in their project management needs, including data collection and analysis and presentations. The Project Coordinator will also assist in identifying and implementing solutions to facilitate a more integrated, cohesive and streamlined team.

Responsibilities:
- Serve as the central hub and key point of coordination for QTI staff and projects, coordinating daily functions of the QTI team to enhance T/TA program services, including:

  -Participating in T/TA content development and delivery design
  -Managing reporting and analysis of performance data from the Center for Primary Care Informatics (CPCI) statewide data warehouse to contribute to planning and delivery of T/TA services
  -Coordinating and supporting T/TA webinars, conference calls, in-person trainings, external presentations, and practice facilitation site visits
  -Managing and maintaining CRM-related data on FQHCs, including participation in various initiatives (e.g., PCMH, MU, DSRIP), CHCANYS projects and T/TA activities, key health center staff contact information, and listservs

-Coordinating and scheduling weekly QTI huddles and meetings, preparing meeting materials and minutes, and disseminating information among QTI staff

- Manage QTI communications with FQHCs, key partners and external stakeholders via "Your CHCANYS" (biweekly e-newsletter), the CHCANYS website, listservs/email communications, and social media platforms such as Slack.
- Collaborate with QTI team and health center staff to coordinate content and workshops for the annual CHCANYS conference
- Perform other duties as assigned to fulfill CHCANYS' mission

Requirements:

- Bachelor's degree and at least two years of professional experience in a related field, including project coordination/management
- Knowledge of primary health care delivery systems
- Ability to multi-task and manage a heavy workload; organize and coordinate various activities; and work effectively as a team member and with a diverse population
- High degree of independence, flexibility, initiative and commitment with attention to details and a focus on quality work
- Demonstrated awareness and value of cultural competence
- Excellent verbal/written communications and presentation skills
- Proficiency with MS Office applications (Word, Excel, PowerPoint) and Microsoft Outlook
- Occasional travel within the Greater New York City region and throughout the state, as required

To Apply:
Please send a cover letter with salary requirements, resume and two writing samples with title "QTI Coordinator" in subject line to jobs@chcanys.org. Applications will be considered on a rolling basis.

CHCANYS offers a competitive salary and benefits, commensurate with experience and skills.   CHCANYS is an equal opportunity employer.