



About AMPHS

The Academy of Medical & Public Health Services (AMPHS) is a not-for-profit health service organization based in Sunset Park, Brooklyn with a triple aim to identify barriers to health and wellness in underserved immigrant communities; coordinate truly needed primary care with social assistance; and deliver care with dignity and empathy to marginalized New Yorkers. Through its community public health interventions, AMPHS lends to the empowerment of individuals and communities to create their own local and culturally-sensitive health and wellness paradigms.

Equally important to promoting disease prevention are our services tackling social determinants of health and barriers to care. Currently, AMPHS focuses on primary programs: health screenings, wellness consultations, care coordination, social services, literacy classes, and immigrant rights education. Together, these services create a safe, open environment where local residents can discuss health and social concerns and seek care without regard to socioeconomic status, ethnicity, documentation status, and any other discriminatory factor.

Since it was founded in 2010 as an organization run entirely by volunteers, AMPHS has grown to an organization of over 30 dedicated volunteers and staff looking to make a difference in their communities, serving thousands of individuals per year. It is active in various healthcare and immigration coalitions and its work has been featured in renowned media outlets.

For more information, please visit www.amphsonline.org.

Position Description

The Coordinator, Health Programs plays a key leadership role in integrating clinical and social services and ensuring the smooth coordination of all Community Health Project programming activities among AMPHS staff and partners. The ideal candidate is a seasoned program manager and exceptional communicator, relationship manager, trainer and coach. He or she will identify and contribute to the development and execution of innovative solutions to grow program capacity and expand outreach within vulnerable immigrant populations. The Coordinator of Health Programs reports directly to the Chief of Staff.

Primary Responsibilities:

Coordinate weekly health program operations

- Oversee, train and coordinate schedules and responsibilities among program staff, including clinicians, social work staff, and Program Assistant, and interns
- Coordinate client services with specialty service partner providers
- Ensure EMR patient schedules and profiles are complete and accurate
- Build an outreach system for maintaining a consistent client base of new and returning community members

Build and maintain strong volunteer/staff and partner relationships



- Train clinic staff to screen for social determinants of health and refer patients to the social work team in a streamlined manner
- Create strong and healthy relationships with clinical volunteers, nurse practitioners, case managers, referring providers, and other clinic staff in an effort to build a strong team of community advocates
- Work with Social Worker to consolidate and maintain a local network of resource providers
- Meet with primary community stakeholders and attend community events to spread awareness of AMPHS services

Ensure and track high-quality service delivery. Specific responsibilities include:

- Ensure the accuracy of programmatic outcomes as reported by the client management database, including data review for grant reporting
- Report data outcomes to program team on a monthly basis
- Use program data to manage program milestones, related metrics and improve AMPHS operations
- Engage in group planning, evaluation and problem-solving, while contributing to highly collaborative projects, meetings and trainings
- Work with senior management to analyze program design, strategy and program vision

Ensure program sustainability. Specific responsibilities include:

- Work with senior management to identify funding opportunities and submit funding proposals
- Devise and implement strategies to continuously engage a return client base

Oversee implementation of special health and advocacy projects. Specific responsibilities include:

- Coordinate all aspects of programmatic development for special health events and advocacy projects, including: Health Empowerment Celebration, Coverage 4 All Campaign, Public Charge & Census 2020.
- Other tasks as required

Minimum Qualifications:

- Bachelor's degree and 3-5 years of experience in case management and/or client services with a vulnerable population required; advanced degree in management or health-related field desirable (e.g. MPH, MSW, MPA).
- At least two years of program management experience required and previous experience with program start-up preferred. Previous experience in a nonprofit or healthcare setting preferred.
- Written and oral fluency in Spanish and/or Chinese desirable.
- Demonstrated experience successfully leading and managing a team of young staff or volunteers.
- Strong track-record working with community agencies and/or performing case management.
- Proven knowledge of landscape of public benefits and community resources and how to facilitate individuals' access to those resources.
- Excellent interpersonal and communication skills, with the ability to engage and work closely with a wide range of constituents including AMPHS clients, staff, volunteers, and partners.
- Strong organizational, time management and self-management skills, outstanding attention to detail, and high degree of flexibility and self-direction.
- Ability to excel in a highly dynamic, diverse and entrepreneurial environment.



Time Commitment:

- This is a full-time position that requires Saturday availability and occasional weekday evenings for community meetings.

Compensation:

- Annual Salary Range: \$40,000-\$42,000, commensurate with experience
- AMPHS offers a compensation package including subsidized healthcare plans, professional development opportunities, and time-off policies. There are opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

To Apply

Please submit a copy of your cover letter, resume, 1-2 page writing sample, and most recent transcript (if still in school or recent graduate) to personnel.resources@amphsonline.org.

Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.