Career Development Center
New York Early Childhood Professional Development Institute

Program Coordinator

New York City Department of Health and Mental Hygiene

New York, NY

Program Director

Posted on July 24, 2018

Job Description

The New York City Department of Health and Mental Hygiene's Division of Environmental Health works to prevent and control illness and injury related to environmental and occupational health risks through outreach, education, surveillance and enforcement. With staff of 1,000, the Division covers a broad range of subject matter, including oversight of environmental investigations, lead poisoning, injury prevention, occupational health, food safety, child care, radiation control, recreational and drinking water quality, air quality, climate health, vector control, veterinary public health and pest control.

The Division of Environmental Health seeks a Program Coordinator for the Bureau of Child Care. Learn more about the Bureau of Child Care by visiting our website: www.nyc.gov/health/childcare.

Responsibilities

--Coordinate and monitor the distribution, supply and usage of epinephrine auto-injectors to approximately 3,000 child care programs.

--Conduct training, information sessions and technical assistance to child care providers.

--Closely collaborates with regulated community, city agencies and community partners on continued utilization of the distribution program and ensure a dissemination of a consistent public message.

--Collect and report data to evaluate program performance.

--Maintain detailed records of incident reports, provider inquiries and ensure appropriate response.

--Review and approve Corrective Action Plans.

--Research best practices and identify training opportunities for childcare providers and cultivate relationships with training organizations.

--Plan workshops, presentations and other evens for key stakeholder groups, such as community based organization, faith leaders, business leaders, and elected officials, to improve understanding of child care regulations in support of the agency's efforts to enhance access to high quality child care services.

Qualifications

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

--Excellent interpersonal, organizational and investigative skills

--Critical thinking with the ability to arrive at logical conclusions

--Ability to multitask, take initiative and function independently under tight deadlines

--Ability to foster good working relationships with the provider community and with community-based agencies and stakeholders

--Proficiency in the MS Office Suite, including but not limited to Word, Excel, Access, PowerPoint and Outlook

--Experience querying large datasets and conducting Internet research.

Application Instructions

Apply online with a cover letter to https://a127-jobs.nyc.gov/. In the Job ID search bar, enter: job ID number # 352423.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Additional Information

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

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