

Behavioral Health Special Projects Coordinator/ Temp Position

The Office of the Medical Director (OMD) aims to:

- Improve the health and well-being of individuals who are experiencing homelessness and living in NYC, increase their chances of succeeding in permanent housing and independent living, and decrease morbidity and mortality. One of the areas of focus of the DHS medical office is improving access to mental health services for our clients.

To assist DHS in planning for and improving access to mental health services, the DHS OMD seeks a qualified Special Project Coordinator to work directly with the DHS Director of Mental Health Services to:

- Support the DHS Mental Health Director on behavioral health projects the OMD is overseeing such as the Children's Mental Health Workgroup, Behavioral Health Model of Practice, Visiting Psychiatry Services
- Assist in developing and implementing behavioral health interventions/strategies
- Assist in creating related procedures and training as needed
- Data management, production and dissemination of behavioral health data reports to key stakeholders
- Participate in developing and administering simple surveys
- Conduct literature review and prepare slides and PowerPoint presentations as needed
- Provide high level administrative support
- Organize related meetings to discuss programs and interventions, managing meeting logistics, developing agenda content, preparing related materials, taking notes and following-up

Preferred qualifications: Bachelor or Master in Science, Public Health or related field

Needed skills: Some research experience, data management and analytic skills; project management and planning experience; excellent skills in written and oral communication; excellent organizational skills; ability to work as part of a team.

Position Details

- Full time temporary position
- Hybrid position, in person and remote

Contact

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