



NY VISTA Position Description Summary

Bronx

Sustainable South Bronx

South Bronx

Community Health Education Center Program Coordinator (Florindo)

Sustainable South Bronx (SSB) is a community organization dedicated to implementing sustainable environmental and economic development projects that are informed by the needs of the community and the values of Environmental Justice. SSB is looking hire a coordinator for the Active Living by Design Program.

VISTA will organize SSB's participation in implementing the **Active Living by Design Campaign (ALbD)**, partnership of health care providers and other community stakeholders which will help residents and workers to integrate activity into their daily lives. The ALbD program should coordinator should program activities around the **South Bronx Greenway (SBG)**, an overarching community led plan for a bicycle/pedestrian greenway along the South Bronx waterfront which will provide much needed open space, waterfront access and opportunities for mixed used economic development within the South Bronx. The Coordinator is responsible for coordinating (3) Active Living programs, assisting in the planning of (2) Healthy Living events; raise awareness of SSBx's health initiatives, and indentifying and creating new or strengthening existing partnerships.

Bronx Lebanon Hospital Center

South Bronx

(2 positions)Community Health Education Center Program Coordinator (CHEC) (Strom)

The position will expand sites in the community that may receive health education and outreach programming, improve current methods of evaluation and expand educational curricula to include autism, diabetes and other topics. Continuing programming will be provided to senior centers and community-based groups currently involved in CHEC. Special focus will be on healthy babies and newborn safety. Other short term activities and projects, including grant-writing, will also be assigned.

(2 positions)Bronx-Lebanon Integrated Service System Program Coordinator (BLISS)

Bronx-Lebanon Hospital Center, Community Health Education Center (CHEC)/BLISS. This position is a joint effort between Bronx-Lebanon Hospital Center Department of Pediatrics, the Bronx-Lebanon Integrated Service System (BLISS), Sports Foundation and local ambulatory care clinics. The intent of the program is to expand community-based locations that may receive health education and outreach programming, with special focus on regularly scheduled large, high profile events, other short term activities and projects, including grant-writing.

(2 positions)South Bronx Asthma Partnership Program Coordinator (SOBRAP)

The South Bronx Asthma Partnership (SOBRAP) is a coalition of South Bronx agencies, including health-related, social service, educational, faith-based and environmental who have joined together to tackle the issue of asthma in the South Bronx. Despite the many partnerships that have been developed and support from various organization there is a still a lack of coordination. The VISTA member's service will work to strengthen the system, including improving the referral and follow-up processes. The project will also concentrate on educating providers who see children who frequently use the ER for asthma control, educate providers to Manage Asthma in Daycare/Asthma HOME, and coordinate Asthma Literacy Program/Bronx Emergency Asthma Management Program/Update Bronx Asthma Resource Manual.

Start Strong: Bronx Program Coordinator

This position develops outreach initiatives and implements evidence-based curricula and creative programming that target young teens and their adult influencers with the aim of reducing intimate partner violence, on-line and telephone humiliation and stalking and other harmful behaviors. Activities include identifying venues for program implementation, collaborating with partners, developing programs and activities, evaluating interventions and related activities.

Morris Heights Health Center (NOT AVAILABLE)

Pediatric & Family Literacy Coordinator (Naik)

The Pediatric & Family Literacy Coordinator is responsible for:

- Maintaining the day-to-day operations of existing pediatric and family literacy programs, including Reach out and Read and Reading is Fundamental.
- Managing the ROR budget and securing funding to sustain program initiatives through soliciting donations and researching grant possibilities appropriate to the ROR program.
- Researching successful programs that may be appropriate to the literacy needs of MHHC in regards to patient needs, funding needs, and necessary staff to implement program.
- Forging partnerships with potential donors, community-based organizations, and legislators.

The Pediatric & Family Literacy Coordinator also works as part of a larger team effort to promote overall health education within the MHHC patient, family, and pediatric community. These tasks include delivering presentations, attending health fairs, conferences and trainings, and participating in community outreach and wellness programs and events.

Manhattan

New York Presbyterian Hospital

Washington Heights/Inwood

Salud A Su Alcance – Pharmacy Assistance Program (SASA-PAP)

Community Liaison (Jones)

NYP SASA-PAP assists medically underserved patients and safety net providers in facilitating access to affordable pharmaceuticals donated by pharmaceutical companies. To date, NYP SASA-PAP's total procurement of 10,270 prescriptions is valued at over \$5.5 million. In addition to New York Presbyterian's Ambulatory Care Network (ACN) Practices, PAP has been serving the Departments of Cardiology and Oncology NYP and many federally qualified health centers of New York City via NYCRx. In partnership with the New York City Department of Health and Mental Hygiene, NYP SASA-PAP has developed NYCRx, an innovative and sustainable program to expand access to medicines for millions of uninsured and underinsured New Yorkers. NYP SASA-PAP also partners with faith based organizations, community doctors and community organizations to offer underserved communities the opportunity to obtain their medications at very low cost. NYP SASA-PAP continues to expand to health care facilities throughout the five boroughs. Under the direction of NYP SASA-PAP Program Coordinator, the liaison is responsible for the daily operation of NYP SASA-PAP including but not limited to:

- Maintaining/revising the databases for efficiency management.
- Communicating with providers and patients relating to program policy and procedure.
- Creating marketing materials
- Educate point of contacts at health care facilities within NYP SASA-PAP network.

Patient Ambassador Program Coordinator-(Ramos)

Program involves recruiting and training volunteers to visit all new admissions to the hospital and conduct a basic orientation for patients and families about the hospital, available services and about the surrounding community.

The VISTA will is responsible for the following but not limited to:

- Coordinate recruitment for the volunteer department and identify new sources of community volunteers.
- Identify targets for sources of new volunteers – schools, churches, retiree groups, community based organizations, etc.
 - Set goals and targets within first 30 days and pursue through the year.
 - Targets to include number of organizations to be approached per week, areas of the community to be targeted and total numbers fo volunteers successfully recruited
- Make visits to these organizations – at least one per week
- Develop agreements with organizations to provide volunteers
- Support training and onboarding of volunteers from identified groups

Assist with making volunteer assignments

Ryan-Chelsea Clinton Community Health Center

The Ryan/Chelsea-Clinton Community Health Center (Ryan/Chelsea-Clinton), an affiliate of the William F. Ryan Community Health Center (Ryan), is dedicated to providing high quality, affordable, comprehensive, linguistically and culturally competent health care services to medically underserved populations of the Chelsea and Clinton communities of Manhattan. In 2007, nearly 45 percent of the Center's patients area uninsured, 22 percent are privately insured, 32 percent receive Medicaid, and five percent receive Medicare. Many patients face barriers in accessing high quality, affordable, culturally and linguistically competent health care services.

Sustainable clinical systems Coordinator (Gotlin)

The goal of this project is to improve care at Ryan/Chelsea-Clinton by creating and implementing sustainable clinical programs. There are three main areas of focus: cancer screening tracking, diabetes, and warfarin medication management.

The VISTA member will utilize systems developed during the 2007-08 VISTA year to track patients' abnormal laboratory/radiologic cancer screening results and act as a liaison between the laboratory/radiology service and providers.

The VISTA will also utilize an existing system to track diabetic patients' health information and use this information to plan self management programs with patients that have high HbA1c levels.

Summary of Service Activities (Duties):

1. WebINR Warfarin Patient Tracking System
2. Diabetes Self Management Program
3. Abnormal Cancer Screening Database

Health Education and Community Outreach Development Coordinator (Gordon)

Member will work closely with the Community Relations Coordinator and Clinical Care Manager to evaluate, develop, and improve health education materials and activities for patients and community members and to improve and increase community outreach. Their activities will facilitate health literacy for patients and community members.

Summary of Service Activities (Duties):

1. Evaluate, Improve, and Develop Health Education Materials and Activities
 - Member will evaluate current health education materials and conduct a needs assessment.
 - Member will develop and implement an internal tracking and distribution system for health education materials.
 - Member will identify and/or create new educational materials based on need.
 - Member will identify and/or create curricula and tools for health education trainings and presentations.
 - Member will conduct health education trainings and presentations in collaboration with partner organizations.
2. Improve and Increase Community Outreach
 - Member will assist with strategic planning for community outreach.

- Member will research possible partner organizations, including community-based organizations, healthcare providers, religious organizations, schools, businesses, and others.
- Member will facilitate communication with and develop a database of partner organizations.
- Member will collaborate with partner organizations to offer health education trainings and presentations to the community.

The William F Ryan Center

Northern Manhattan – Upper West Side, Washington Heights, Central Harlem

Sexual Health Education Coordinator (Mikolay)

The VISTA member will develop and implement a Comprehensive Sexuality Curriculum at Booker T. Washington Middle School 54 (MS 54) and The Clinton School for Writers and Artists (MS 260), and implement the existing Pregnancy Prevention Curriculum at Edward A. Reynolds West Side High School (WSHS).

Summary of Service Activities (Duties):

1. Develop a Comprehensive Middle School Prevention Education Curriculum.
2. Implement the existing Pregnancy Prevention Curriculum in health classes at WSHS.
3. Establish A Peer Educator Group At WSHS.

Health Literacy/Health Education Program Coordinator (Mikolay) (NOT AVAILABLE)

The VISTA member will develop, implement, and expand a Health Education Program at Edward A. Reynolds West Side High School (WSHS), Booker T. Washington Middle School 54 (MS 54), and the William T. Harris Elementary School (PS 11)/The Clinton School for Writers and Artists (MS 260).

Summary of Service Activities (Duties):

Conduct a needs assessment at each school.

1. Maintain a Speaker's Bureau Program in the schools.
2. Organize and implement health education events within and outside of the schools.
3. Produce appropriate educational materials for distribution.

Electronic Medical Records System (EMR) Coordinator (Hood)

As part of a nation-wide plan to improve efficiency in healthcare systems the William F. Ryan Community Health Center is in the process of implementing an electronic medical record (EMR) system to replace the paper-based system presently in place. Several in-house databases have been created to augment the existing paper based medical record. The VISTA member will be working with these existing data bases and integrating the required clinical information to the EMR to enhance clinical decision support and reporting capabilities. The lessons learned from maintaining a patient registry and existing databases will prove valuable to the Center as it changes from paper documentation to electronic documentation. The VISTA will identify elements that will be needed during the transition to an electronic medical record and assist in

configuring the new application. The VISTA will work closely with the CIO, Information Technology Department and the Steering Committee of the EMR Project to ensure that the lessons learned and the mechanisms put into place through the development of existing databases and registries are sustained during the transition to the electronic medical record. The VISTA member will assist in the continued enhancement of the utilization of the EMR system at all three sites. The VISTA member will assist in ongoing training clinical staff in use of EMR. The VISTA member will coordinate activities with Information Technology to enhance and improve clinical functionality of EMR application.

Data and Care Model Coordinator (Fleckman) (NOT AVAILABLE)

The VISTA member will become familiar with the William F. Ryan Community Health Center, quality improvement plan and performance improvement plans for the Mental Health Department, PDSA cycles, and EMR/EHR. The VISTA member will help prepare for and support transition to EMR/EHR occurring throughout the Ryan Network. The member will help to configure the EMR/EHR to ensure that information from existing data bases are transferred accurately so that reporting will be accurate and timely. The VISTA member will work with the Director of Mental Health and mental health supervisors, the Chief Medical Officer, The CIO, the IT Department, the EMR steering Committee and the Quality Improvement Manager, and the QI team to ensure success of the project. The VISTA member will develop plans to link Quality Improvement data and data-gathering protocols with EMR/EHR, evaluate EMR/EHR transition and Quality Improvement projects and prepare for further implementation, and evaluate and monitor Diabetes Self-Management Support Group program, Health integration and Wellness Self Management programs.

Planning and Development Coordinator (Taras) (NOT AVAILABLE)

The VISTA member will become familiar with the Corporate Compliance/Joint Commission Programs and Planning and Development Programs at the William F. Ryan Community Health Center.

Corporate Compliance/Joint Commission: The member will assist the Corporate Compliance Officer/Joint Commission Administrator and the Corporate Compliance/Regulatory Committee to develop, review and evaluate Compliance and Joint Commission issues/standards within the organization. The member will develop, maintain, implement, and disseminate Board-approved policies and procedures that address areas of risk, improve quality and promotes compliance to all applicable standards, laws and regulations. The member will also develop new methods for promoting compliance as well as identifying and assessing the Center's activities to determine areas of risk and, if necessary, will identify measures to address such areas of risk.

Planning and Development: The member will assist in Planning and Development activities, including the developing supporting materials for grant applications for both government, foundation and corporate support.

Donor management: The member will be implementing, establishing and maintaining donor files, document management, eTapestry donor database administration. Will prepare routine and

non-routine correspondence; update donor database with notes, strategic plans, contact reports, tasks, etc. to ensure most current and relevant information is available; and research and resolve issues or discrepancies daily regarding donations, fund transfers and new gift funds.

Performance Management Coordinator (Murphy)

Improve the capacity of the Ryan Network to implement Network-wide performance improvement projects utilizing data systems, particularly the Network's electronic health record. The VISTA member will work with members of the Network's Performance Management Subcommittee to design training programs for staff on the use of data in quality improvement efforts. The VISTA member will establish and maintain tracking systems for several performance improvement activities. The VISTA member will also create educational materials for staff and patients focused on the implementation of performance improvement projects.

Hepatitis C and HIV Systems Analysis Program Development Coordinator (Stabile)

As part of a nation-wide plan to improve efficiency in healthcare systems the Ryan Center is in the process of implementing an electronic medical record (EMR) system to replace the paper-based system presently in place. Several in-house databases have been created to augment the existing medical record system. The VISTA member will be working with the Hepatitis C and HIV Quality Improvement databases. The lessons learned from maintaining a patient registry will prove valuable to the Center as it changes from paper documentation to electronic documentation. The VISTA will identify elements that will be needed during the transition to an electronic medical record. The VISTA will work closely with the Chairs of the EMR Committee, Director of Clinical Care and HIV Database Manager to ensure that the lessons learned and the mechanisms put into place through the development of the HIV and Hepatitis C are sustained during the transition to the electronic medical record.

Summary of Service Activities (Duties):

1. The VISTA member will assist in the implementation of the EMR system at all three sites and serve as a staff educator.
2. The VISTA member will serve crucial maintenance roles for the HIV Quality Improvement database and ensure that information tracked by this database is accessible in the electronic medical record (EMR) system.
3. The VISTA member will use the HCV database to maintain up-to-date Hepatitis C information and ensure that information tracked by this database is accessible in the EMR system.

Ryan/NENA-LES

Quality Initiatives Coordinator (Weissman)

Creating Sustainable Clinical Programs" VISTA position is designed to provide the opportunity for the member to participate in creating, analyzing, and modifying clinical systems. The member will develop a diabetes self-management program, establish tracking system for abnormal cancer screenings, develop a tracking system of pediatric asthma patients, and create a tracking system for warfarin patients.

Reach Out and Read of Greater New York-

ROR GNY Regional Program Coordinator (Lester)

Reach Out and Read of Greater New York's (ROR GNY) mission is to make literacy promotion a standard part of pediatric primary care so that children grow up with books and a love of reading. ROR GNY is seeking a Fund Development VISTA to strengthen the fundraising activities of ROR GNY. The VISTA member will create a system to log and track all gift income, assure accurate record-keeping, and produce all tax acknowledgement letters. The VISTA will be responsible for seeing that the gift tracking database and donor paper files serve as accurate, thorough repositories of gift and donor/prospect history. The VISTA will also produce grant proposals, budgets, compile backup information or attachments, and photocopy and mail proposals. In addition, the VISTA will prepare donor communications including emails, solicitation mailings, and press packets, and will maintain the organization's mailing lists. The VISTA will be asked to think strategically and creatively about ways to enhance the operations and success of ROR GNY's fundraising and communications initiatives.

Brooklyn

Body Sculpt of New York-

Resource and Program Development Coordinator (Ferguson)

The VISTA will be to development our community volunteer program; create a community relations/outreach program; explore areas of growth for the organization; research potential funds and write and send out solicitation requests for financial support.

Long Island (Mineola)

Winthrop University Hospital Reach Out and Read Program

ROR Resource and Program Development Coordinator (Brockmann)

The VISTA member will be fully involved in all aspects of our Reach Out and Read program including all three sites, Mineola, Hempstead, and Wyandanch, NY. The member will develop and implement volunteer readers programs in the waiting rooms. The member will also train our resident physicians in implementing our program and develop monitoring systems their implementation. The member will research and write grants to sustain and expand the programs and meet with community groups to gather support. The member will be responsible to developing and implementing tracking systems to maintain book inventory and storage as well as ensure access to books by physicians. The member will plan, organize and implement several fundraising and educational activities during the year and maintain records of their implementation and success.