Minimum Qualifications

Bachelor's degree in a related field and two years of relevant experience including coordination of projects/programs in a public health, health or human services related program; OR an Associate's degree in a related field and four years of such experience; OR six years of such experience. A Master's degree in a related field may substitute for one year of experience.

Preferred Qualifications

Emergency Medical Technician with experience in pre-hospital patient care or other similar healthcare experience. Knowledge of the EMS system in NYS including work with state, regional and local EMS Boards/Councils. Familiarity with electronic pre-hospital patient care records (e-PCR) or health care data collection systems. Demonstrated experience in project management and project implementation including developing and meeting deadlines. Experience with grant management and electronic federal grant submission. Knowledge of project management software, patient transfers and/or the improvement of patient outcomes through successful quality metrics monitoring. Experience in creating presentation materials and ability to present materials created. Strong knowledge of Microsoft Word, Excel and PowerPoint.

Responsibilities

The Health Program Coordinator will assist in the coordination of the Emergency Medical Services for Children New York State Partnership Program; assist with the coordination of EMS/Pre-hospital components of the Coverdell Stroke Prevention Program; participate in Vital Signs Conference and State EMS Advisory Boards/Councils; and perform other appropriate related duties.

Conditions of Employment

Grant funded position. Compliance with funding requirements such as time and effort reporting, grant deliverables, and contract deliverables, is required.

Valid and unrestricted authorization to work in the U.S. is required. Visa sponsorship is not available for this position.

HRI participates in the E-Verify Program.