



## INTERNAL JOB POSTING

**Posting Date:** 07/26/2023

**Expiration Date:** 07/31/2023

**Tracking Number:** 669

**Title:** Community Health Navigation Manager

### POSITION SUMMARY

NYULH's Perlmutter Cancer Center (PCC) has an exciting opportunity as a Community Outreach Navigation Manager. PCC's community-based navigation programs focus on reducing the overall cancer burden in PCC's catchment area by engaging communities disproportionately impacted by cancer. Program staff address the Social Determinants of Health (SDHs) through community-engaged approaches while linking patients to clinical services along the cancer continuum. This position primarily focuses on Brooklyn Sunset Park communities and multiple cancer types.

The Community Outreach Navigation Manager is responsible for the day-to-day oversight of community-based outreach & navigation staff, as well as the management of community and clinical partnerships. The position oversees staff participation in outreach events, timely navigation of underserved communities to clinical and community-based social services, and staff participation on research study teams.

The position is also responsible for providing patients, their families, and the broader community with information on NYULH/PCC services, community-based initiatives, and research studies, as well as relaying community feedback to PCC leadership and principal investigators with active or future research studies. Additional activities include: coalition-building, cultural and linguistic adaptation of program materials, and developing education strategies designed to promote interdisciplinary collaboration and community involvement.

### Principal Responsibilities

Recruit, hire, supervise, and retain community-based outreach & navigation staff focused on reducing the cancer burden. Manage staff in all aspects of their work including the development of core competencies and pathways for professional development.
Manage community outreach activities across multiple cancer types and Brooklyn communities within PCC's catchment area.
Under the direction of PCC and Department of Population Health (DPH) leadership, develop relationships centered in the community with community-based and faith-based organizations, social service agencies, and health care providers.
Develop policies and procedures for community-based PCC patient navigation and community outreach & education. Create program enrollment and assessment forms, including assessments for social determinants of health. Collaborate with PCC and DPH staff on research study policies & procedures.
Work with multi-disciplinary community and clinical teams across NYULH, to navigate patients to services along the cancer continuum, including primary prevention and survivorship.
Oversee patient tracking and monitoring of data in tracking databases to ensure timely follow up of cancer continuum care. Assist with developing and monitoring quality improvement metrics for patient navigation along cancer continuum.
Oversee mixed method data collection including survey administration and recruitment for cancer-related qualitative research studies by utilizing participatory-engagement strategies, including community forums, listening sessions, and events to report research findings back to the participating communities.
Represent PCC on internal and external workgroups and taskforces, as directed. Collaborate with other community outreach and patient navigation programs.

Provide input to PCC and NYULH leadership on ways to increase access to services for NYULH Brooklyn locations.
Liaise with the Office of Marketing & Communications, Government Affairs, Development, and the external partners to develop culturally sensitive education and promotional materials, publications, participation in community outreach events, and funding proposals focused on reducing the burden of cancer for underserved communities.
Oversee the recruitment and daily activities of volunteers and interns as appropriate.
Provide input to supervisors on budgets and manage yearly expenses. Create and oversee invoicing of program -related materials and track all program-related expenses including patient transportation and incentives.
Develop progress reports and presentations to the external advisory board and other agencies.
Assist Administrative Director of Patient Screening & Navigation with writing and submitting grants to external funders in support and expansion of program-related activities. .
Assist PCC and DPH leadership with research related activities such as submitting proposals to the IRB at NYU, collecting and submitting research data, and collaborating with clinical and non-clinical researchers.
Develop and lead team building trainings and activities to bolster team work and facilitate a productive and harmonious workplace.

#### Qualifications

<b><i>Required</i></b>	<b><i>Preferred</i></b>
<b>Education:</b> Bachelor's degree in related field	Master's degree (MSW, MS, MPH, MPA or equivalent)
<b>Experience:</b>  3 years project management experience or 2 or more years project management experience involving public health-related work in cancer control or community based outreach activities  2+ years providing direct services to underserved communities	2+ years' experience managing teams 2+ years' experience working in academic medical settings 2+ years' experience in cancer screening or oncology setting
<b>Knowledge, Skills and Abilities:</b>  Exceptional interpersonal, written and organizational skills necessary Knowledge of electronic health records Strong computer literacy, including Microsoft Office Suite. Knowledge of community-engagement and health-behavior change strategies.	Proficient in Spanish, Chinese, or non-English language Knowledge of Epic Track record in administering grant funded programs preferred

For more information or to find out how to apply for this position, contact:

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