



## BEDFORD - STUYVESANT FAMILY HEALTH CENTER

Bedford-Stuyvesant Family Health Center is currently recruiting well-qualified candidates to fill the positions listed below. TO APPLY: Submit a fully updated resume and cover letter that specifies salary goals, to: [BSFHCjobs@gmail.com](mailto:BSFHCjobs@gmail.com).

### **Vice President, Strategic Planning Officer**

The **Vice President, Strategic Planning Officer** is a key member of the executive leadership team, responsible for strategic planning and oversight of the primary care, dental, and specialty care services for the medically underserved patient populations served by the health center. The VP is also responsible for developing a creative vision, grounded in reality, for strategic growth, as well as forecasting, analysis, and leadership of critical agency initiatives such as capital projects and administrative improvement efforts.

**RESPONSIBILITIES:** Develops and maintains proper clinic flow that allows for efficient and profitable operations while maintaining high quality care of patients; Oversees compliance with organizational and funder regulations (Article 28 and HRSA FQHC regulations) including appropriate documentation of services to individuals and adherence to organizational procedures and protocols; Oversees development / modification of policies and procedures as needed. Ensures administrative and operational compliance with funder & regulatory guidelines including HRSA FQHC and NYS Article 28 ; In collaboration with the Chief Executive Officer and executive leadership team, oversees implementation of the Strategic Plan and sets priorities for internal organizational development to attain BSFHC's goals; Oversees development and completion of capital projects and administrative improvement projects; Works to maintain/expand strategic, collaborative relationships with allied providers and community organizations; Maintains a working knowledge of significant developments and trends in the field; Oversees compliance with organizational and funder regulations (Article 28 and HRSA FQHC regulations) including appropriate documentation of services to individuals and adherence to organizational procedures and protocols; Oversees the development and/or modification of program policies and procedures as needed; Identify potential problems in personnel management, availability of resources, program development, and participates in the management and resolution of these problems; Coordinates the development and maintenance of a community based prevention system based on the community health model and integration of program services; Ensures administrative and operational compliance with funder and regulatory guidelines including HRSA FQHC and NYS Article 28; Designs weekly, monthly and quarterly reports that support strategic analysis of program operations and forecasts; Review variance reports and financial statements monthly; Works with CFO to plan spending accordingly; Ensure spending is compliant with funder regulations and program requirements; Working with the Chief Medical Officer, provides needed support and resources for effective quality assurance and quality improvement initiatives; Collaborates on the development of new program activities in response to the changing needs of patients and staff; Ensures that BSFHC services are known throughout the service area, accessible to and inclusive of all potential participants and that regular and rigorous outreach efforts are made to those eligible to participate.

**REQUIREMENTS:** 7-10 years' experience and demonstrated expertise in ambulatory care administration, management, operations, planning, and analysis at a senior leadership level; Proven experience in HRSA contracting for federally qualified health centers; at least 5 years' experience in FQHC administration and demonstrated expertise of FQHC regulatory requirements; Demonstrated success in the oversight of capital projects; Facility with electronic health records systems; Demonstrated knowledge of ambulatory care billing processes and managed care requirements; Record of leading significant operational improvements in

resource-limited settings serving high risk populations; Excellent communication skills at all levels, be an effective role model, plan, and direct the work of others; Experience in Article 28 compliance required; Strong working knowledge of quality management and participation in QA/QM programs.

**EDUCATION, EXPERIENCE, CERTIFICATIONS:** Master's Degree in Public Administration/Public Health/Business Administration or related field; Experienced in NYC healthcare delivery system, especially NYC Article 28's and Federally Qualified Health Centers; Strong knowledge of continuous Quality Improvement, Meaningful Use, Accountable Care, Patient Centered Medical Homes, and the NYS Delivery System Reform Incentive Payment program (DSRIP); Strong clinical background preferred but not required;

**WORK SCHEDULE/ SALARY/ BENEFITS:** This is a full-time position that may occasionally require some evening and weekend flexibility. Salary will depend on experience and will be accompanied by a competitive benefits package.

## **Assistant Chief Medical Officer**

The Assistant Chief Medical Officer is a key member of the leadership team who works closely with the Chief Medical Officer in providing medical leadership for the organization. This position helps to provide clinical, quality, administrative, and programmatic oversight to our medical team. The ACMO works under the direction of the CMO, assume that role in the CMO's absence, and will assure effective and efficient delivery of quality medical care consistent with BSFHC's mission and vision.

**RESPONSIBILITIES:** Serves on an interdisciplinary team to provide medical leadership to clinical staff; Develops effective working relationships with professional groups in community being served; Meets with department heads to discuss programs, problems, and solutions related to staff, equipment, and coordination of support; May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements; Develops procedures for meeting the requirements of program responsibilities; formulates and maintains standards for quality of services; evaluates the scope, availability, accessibility, acceptability of services; Provides consultation and technical assistance to staff members in program-related areas; Reviews and interprets goals and objectives of the work area in order to resolve problems, make recommendations for changes in instructions and/or guidelines, and assures the adequacy of work products; Monitors, directs, and participates in the work unit's practices, as performed by subordinate employees. Ensures proper labor relations and conditions of employment are maintained; Maintains records, prepares reports, and composes correspondence relative to the work; Participates in the development/revision of policies involving clinical methods and practices. Prepares and supervises the preparation by staff of resident care histories. ; Examines and treats patients using all types of medical knowledge, equipment, instruments, and tests following standard medical procedures.

**REQUIREMENTS:** 5+ years of experience and expertise in medical supervision in a health center; Knowledge of the programs of professional and voluntary health organizations; Knowledge of principles and practices of public health medicine; Ability to maintain a favorable working relationship with a variety of professionals and stakeholders. Ability to direct professional and non-professional medical, nursing, and support staff in the delivery of medical program care; Ability to obtain medical histories, perform physical examinations, and formulate diagnoses and clinical management plans; Knowledge of the organization and administration of state and local health agencies; Knowledge of training and supervisory techniques; Knowledge of the current developments in the field of medicine; Knowledge of administrative methods and procedures; Knowledge of federal, state, and departmental laws, rules, practices, methods, and procedures related to the work.

**EDUCATION, EXPERIENCE & CERTIFICATIONS:** Possession of medical degree from accredited school of medicine and Board certification; Three-five years of post, medical degree experience in the practice of medicine or osteopathic medicine and surgery, including two years equivalent to the supervisor of a medical program; Facility with quality management and Electronic Health Record systems.

**WORK SCHEDULE, SALARY, BENEFITS:**

This is a full time position that may require flexible scheduling including some evening and weekend hours  
Salary will be dependent upon experience and will include a competitive benefits package.

### **LPN/ QI Compliance Specialist**

Under the direction of the Clinical Operations Director, the LPN/QI Compliance Specialist performs patient care activities and accommodative services for assigned patients.

**RESPONSIBILITIES:** Successful candidate will be responsible for both providing nursing care and gathering and documenting adherence to health center procedures related to QI Compliance, as well as developing P&Ps, workflows and required ancillary documents for accreditation, data validation, and other activities as required, as well as identifying gaps in processes that may require remediation.

**KNOWLEDGE, SKILLS & ABILITIES:** Must have strong dedication to patient care and customer service and superior counseling skills. Working knowledge of eClinical Works electronic health record (EHR) strongly preferred. Ability to use advanced computer functions for agency systems. Ability to work in a high volume, fast paced medically-oriented treatment environment. Ability to deal effectively with a variety of people and work in a team environment. Sensitivity to the needs and situations of a multi-cultural population from a variety of income levels. Ability to prioritize goals and objectives to deliver mission-critical services, on time.

**EDUCATION/ EXPERIENCE/ CERTIFICATIONS:** High School Graduate; Graduate of a recognized accredited Practical Nurse Program; Pass the State Board of Nursing Licensing Examination; A minimum of six months experience in an acute hospital setting preferred. Bilingual – English/Spanish a plus.

**WORK SCHEDULE/ SALARY/ BENEFITS:** Minimum 2 years of experience in both Nursing and Quality Improvement required. This is a full-time position that requires some evening and weekend flexibility. Salary will depend on experience and will be accompanied by a competitive benefits package.

### **Licensed Practical Nurse**

Under the direction of the Clinical Operations Director, the LPN performs patient care activities and accommodative services for assigned patients.

**RESPONSIBILITIES:** Provides direct patient care within scope of practice to ensure implementation of plan of care; performs assigned nursing procedures for the comfort and well-being of patients; takes patient temperature, blood pressure, pulse and respiration, and documents results in the patients chart; reports all necessary and/or unusual occurrences in accordance with established policies and procedures; dresses wounds and administers prescribed procedures; administers specified medication, note time and amount in patients charts and observe patient when necessary; assists provider in advanced medical treatments. Is knowledgeable of initiated emergency procedures; and performs other duties as assigned.

**EDUCATION / EXPERIENCE/ CERTIFICATIONS:** High School Graduate; Graduate of a recognized accredited Practical Nurse Program; Pass the State Board of Nursing Licensing Examination; A minimum of six months experience in an acute hospital setting preferred. Bilingual – English/Spanish a plus.

**WORK SCHEDULE/ SALARY/ BENEFITS:** This is a full-time position that requires some evening and weekend (Saturday /Sunday) availability. Salary will depend on experience and will be accompanied by a competitive benefits package.

### **Medical Assistant (F/T — P/T)**

The Medical Assistant works as part of a clinical care team to provide high quality dental care to a diverse patient population.

**RESPONSIBILITIES:** Prepares medical records and takes heights, weights, vital signs, and records same; Prepares patients in the rooms to be seen by the physician; Works closely with the physician in the examination of a patient, especially during an obstetrical and gynecological examination; Performs vision and hearing screenings and EKG's as assigned; Collects specimens and check urines for ph, sugar and acetone , and urine pregnancy tests; Prepares and maintains examination rooms fully supplied at all times; Sterilizes instruments and ensure cleanliness and availability of other instruments as assigned; Ascertain that lab and other reports are on records before each patient's appointment; Leaves all rooms in an orderly manner at the end of each day. Works in the lab with phlebotomist on a rotating basis; Reads records before and after patient has been seen to ensure completeness of records; Attends required meetings and case conferences.

**EDUCATION, EXPERIENCE, CERTIFICATIONS:** High School Diploma or equivalent required. Must be graduate of an approved Medical Assistant certificate program. Applicants must have at least 3-5 years of experience and have exceptional patient care and communication skills. Bilingual ability strongly preferred. Applicants must be easy going and enjoy working in a fast paced, high-volume, patient-centered team-based environment.

**WORK SCHEDULE/ SALARY/ BENEFITS:** Full-time and part-time positions available. Some Evening hours may be required. Saturday/ Sunday availability (up to 2 Sundays/month) required. Salary will depend on experience and will be accompanied by a competitive benefits package

### **Social Worker (BSW)**

The **Social Worker** works as part of a multidisciplinary team to assist patients and their families in the process of obtaining maximum benefits available for medical and/or financial entitlement, and identifies specific family needs relevant to social determinants of health and links patients to enabling services to meet their needs in an efficient manner, to deliver better patient care that yields improved health outcomes, at lower cost.

**RESPONSIBILITIES:**

The Social Worker is responsible for Interviewing and assessing patients and families members to determine service need(s); providing internal/external service referrals that include homecare and other social service agencies servicing the patient, and following up on referrals to document services accessed and patient outcomes. The Social Worker also assesses and refers patients for appropriate behavioral care, and serves as a liaison between departments, including medical, nursing, medical records, patient relations, patients/family and other service entities among the continuum of care. A key function of this position is to maintain detailed, updated, comprehensive record of daily activities, reports filed, received and/or pending,

and always being current in documenting in the Electronic Health Record all interventions/services that were provided. Additional duties include providing crisis intervention to patients with an emergency (including referral to food pantries, emergency housing assistance, drug treatment, shelters and domestic violence services) and providing short-term counseling to help patients adjust to new physical/mental diagnoses, focusing on helping patients to comply with establish treatment plans while offering a level of professional and moral support during the adjustment period and service coordination.

**EDUCATION, EXPERIENCE, CERTIFICATIONS:**

Bachelor's degree in Social Work from an accredited four year institution required; plus at least 3-5 years of professional experience delivering social work services to patients, preferably in a health center.

**KNOWLEDGE, SKILLS & ABILITIES:** Must have strong dedication to customer service and superior counseling skills. Working knowledge of eClinical Works electronic health record (EHR) strongly preferred. Ability to use advanced computer functions for agency systems. Ability to work in a high volume, fast paced medically-oriented treatment environment. Ability to deal effectively with a variety of people and work in a team environment. Sensitivity to the needs and situations of a multi-cultural population from a variety of income levels. Ability to prioritize goals and objectives to deliver mission-critical services, on time.

**WORK SCHEDULE/ SALARY/ BENEFITS:** This is a full-time position that requires some evening and weekend flexibility. Salary will depend on experience and will be accompanied by a competitive benefits package.

### **Junior Staff Accountant**

The Staff Accountant is a key member of the Finance Department team who provides essential support to the Chief Financial Officer in managing financials for a Federally Qualified Health Center.

**RESPONSIBILITIES:** Assists in the general accounting of Federally Qualified Health Center; Assists in preparing financial reports which includes cost reports, financial statements, UDS reports, 990 tax returns, & budgets; assist in contract vouchering and grant tracking; assists in the monthly closing of the books; Assist in analyzing revenue and expense accounts.

**QUALIFICATIONS:** Bachelors' level degree or higher in Accounting; One year professional experience in an Accounting role; Strong initiative and ability to work independently; Excellent interpersonal, supervisory, written, and oral communication skills.

**WORK SCHEDULE/ SALARY/ BENEFITS:** Minimum 2 years of experience in both Nursing and Quality Improvement required. This is a full-time position that requires some evening and weekend flexibility. Salary will depend on experience and will be accompanied by a competitive benefits package.

### **Family Support Worker (Part-time)**

Healthy Families, Successful Start program

The Family Support Worker (FSW) is responsible for initiating and maintaining regular (at least weekly) and long-term (up to two-five years) contact/support with the families.

**RESPONSIBILITIES:** Assisting the family in establishing goals and a plan for accomplishment of those goals, as well as the assessment of the normal growth and development of the target child; locating and make use of

appropriate community resources for participants; Evaluate actual living conditions of participants through home visits; Ensures that home visits are scheduled in a flexible manner to accommodate participants without compromising the safety of the FSW; Assists in strengthening the parent-child relationship and assists participants in improving their skills to optimize the home environment; increases the family's ability to problem-solve and assume the role of advocate for themselves and their children through utilizing strength-based techniques; links participants to appropriate services; Addresses participants concerns and empowers them to solve their challenges; Assists with the completion of the Individual Family Support Plan (IFSP).

**MINIMUM EDUCATION / EXPERIENCE REQUIRED:** Bachelor's Degree or Associates Degree in a human resource field preferred; High School Diploma/GED and experience working with children & families or home visiting experience is satisfactory.

**EDUCATION, EXPERIENCE, CERTIFICATIONS:** Bachelor's degree in Social Work from an accredited four year institution required; plus at least 3-5 years of professional experience delivering social work services to patients, preferably in a health center.

**KNOWLEDGE, SKILLS & ABILITIES:** Ability to write assessments, service plans, progress notes, weekly reports, and general correspondence related to participants. Ability to effectively present information and respond to questions from supervisors, participants, funders, other organizations and the general public. Must have strong dedication to customer service and superior counseling skills. Working knowledge of eClinical Works electronic health record (EHR) strongly preferred. Ability to use advanced computer functions for agency systems. Ability to work in a high volume, fast paced medically-oriented treatment environment. Ability to deal effectively with a variety of people and work in a team environment. Sensitivity to the needs and situations of a multi-cultural population from a variety of income levels. Ability to prioritize goals and objectives to deliver mission-critical services, on time.

**WORK SCHEDULE/ SALARY/ BENEFITS:** This is a part-time position that requires some evening and weekend flexibility. Salary will depend on experience and will be accompanied by a competitive benefits package.

## **Handyperson/ General Maintenance Worker**

Bedford-Stuyvesant Family Health Center is seeking a Handyperson/General Maintenance worker to work on a flexible schedule in our facilities. Part-time or full-time hours available. Position requires substantial experience and verifiable work history at performing similar duties in fast-paced work environment at a prior job, including: tiling; general; plumbing; and all other duties as assigned. EXPERIENCE WORKING IN A HEALTH CENTER OR OTHER HEALTH CARE SETTING STRONGLY PREFERRED. Flexible scheduling may be required, including weekend or evening hours. **MUST** HAVE CLEAN DRIVER'S LICENSE. Local travel between sites may also be required. Must have at least one-year experience working in a similar capacity at another job. To be considered, submit cover letter (stating salary goals) and resume. **WORK SCHEDULE/ SALARY/ BENEFITS:** This is a part-time position that requires some evening and weekend flexibility. Salary will depend on experience and will be accompanied by a competitive benefits package.