

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Asthma Initiative Health System Liaison

Department: Early Childhood Asthma Intervention and Management

Reports to: Assistant Director of Social Service/Health

Hours: Full-Time

Position Summary:

The Health System Liaison will work closely with the asthma team to implement and to manage the Department of Health Mental Hygiene's "Managing Asthma in Early Childhood Programs.

Responsibilities:

- Manage 40 sites consisting of Early Learn centers, existing group daycare, pre-kindergarten, and/or Head Start sites identified jointly by the DOH and Union Settlement Association Inc.
- Assist the sites with the implementation of asthma case identification using the Brief Respiratory Questionnaire (BRQ).
- Provide technical support to sites on implementation of EC-Health Trak (**where applicable**).
- Gather data from participating child care sites on a monthly basis.
- Work with the Asthma Team to provide monthly report to the DOHMH-Asthma Initiative.
- Compile and complete documentation logs (phone, site visit) for each participating site.
- Other administrative duties as needed (assist in quarterly group meetings, World Asthma Day, assist in scheduling asthma workshops, etc.)
- Additional duties as assigned by supervisor.

Qualifications:

- Strong verbal, written, clerical, organizational, and problem solving skills.
- Strong computer skills.
- Demonstrated ability to perform multiple activities effectively in a fast-paced environment.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

jobs@unionsettlement.org

Please indicate Health System Liaison in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER