

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Senior Services Health Coordinator

**Department:** Senior Services

**Reports to:** Director of Senior Services and Deputy Director of Senior Services

**Hours:** Part-Time; 20 hours/week

### **Position Summary:**

Under the supervision of the Director and Deputy Director, the Senior Services Health Coordinator is responsible for systematically implementing proven evidence-based programs and interventions to address significant health needs among the aging population Union Settlement serves at its five senior centers. This includes organizing and overseeing health and wellness activities, and monitoring attendance and performance.

### **Responsibilities:**

- Annually target the five leading preventable chronic conditions among senior center participants – diabetes, depression, obesity, arthritis, and falls prevention – for possible interventions.
- Administer an evidence-based toolkit developed by the Brookdale Center for Healthy Aging & Longevity to determine the most appropriate and cost effective tools for our senior center population.
- Identify from the Tool Kit appropriate health condition measurements and testing systems to monitor the effectiveness of the interventions.
- Develop an appropriate system for tracking participation by the senior center members in the health and wellness activities.
- Collaborate with Senior Center Coordinators to implement and evaluate the selected activities, measurements, testing and tracking systems.
- Submit written reports at the conclusion of every intervention including (but not limited to) the health condition addressed, the methodology used, and the results.
- Reach out to area hospitals and other health providers to build or enhance partnerships to provide our seniors with additional screenings, health workshops and other activities, as well as donated incentives
- Represent Union Settlement at community and inter-agency activities.
- Additional duties as assigned by supervisor.

**Qualifications:**

- Bachelor's Degree in Public Health or health-related field with at least two years' social service experience. Experience with aging populations preferred
- Knowledge of current health issues affecting seniors in East Harlem.
- Knowledge of the community health networks and resources in East Harlem
- Bilingual (English/Spanish) required.
- Strong verbal, written, organizational and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging and constantly changing environment.
- Excellent computer skills.
- Excellent interpersonal skills.
- Desire to work with aging populations.

**To Apply:**

Please send cover letter, resume, salary requirements, and contact information for at least three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Senior Services Health Coordinator in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**