

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.

Position: Health System Liaison
Department: Early Childhood Asthma Intervention and Management
Reports to: Assistant Director of Social Service/Health
Hours: Full-Time
FLSA: Non-Exempt

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 50 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 Early Childhood-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:
earlychildhoodcareers@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