

NORTHERN REGIONAL CENTER FOR INDEPENDENT LIVING, INC.

Do you remember when you believed you could make the world a better place? Are you interested in making positive changes in our community? Do you want to work closely with people who are excited about what they do? Then consider this...

CAREER OPPORTUNITY

Immediate posting

PERSONS WITH A DISABILITY, RACIAL AND ETHNIC MINORITIES ENCOURAGED TO APPLY

DSRIP PROJECT SUPERVISOR – The Project Supervisor will supervise three staff and ensure that project initiatives and timelines are met and to support project initiative plan designs, and fulfill reporting requirements. The successful candidate will have an understanding of healthcare delivery systems. Equal employment opportunity.

Send resume and cover letter to

**Northern Regional Center for Independent Living, 210 Court Street #107,
Watertown, NY 13601**

Job Responsibilities

- Provide direct leadership and supervision to Behavioral Health Peer Advocates working under DSRIP subcontract
- Collects required DSRIP project documentation from stakeholders and prepares reports accordingly
- Facilitate implementation meetings including agenda setting, meeting minute preparation and required follow up
- Work closely with Executive Director and Program Directors to understand PPS project goals, requirements and work steps as set forth by Central New York Care Collaborative and North Country Initiative
- Provides general clerical and administrative support and assists in project activities as assigned.
- Provides data entry support and assists in developing data reports and charts
- Travel to entities across Jefferson, Lewis and St. Lawrence Counties
- Support Executive Director and Program Directors in working with healthcare leadership and local partners to improve workflows and incorporate additional changes/initiatives as needed
- Inform Executive Director of activities and project outcomes on a daily basis

Desired Qualifications: Bachelor's Degree or High School diploma/GED with three to five years' work experience in a health or human service agency, including maternal child health, community health worker services, health promotion/prevention or related experience; Experience in managing timelines & deliverables across multiple work streams and inter-dependencies; Reliable transportation is necessary to fulfill job requirements; Ability to analyze operational and performance data (Excel/Access/Word/PowerPoint); Experience in health care setting preferred

Preference will be given to applicants who have personal experience with a disability; bilingual or second language (American Sign Language, Spanish) a plus. EEO.

Organization Overview: Northern Regional Center for Independent Living is a peer-run disability rights and resource center that promotes efforts to end discrimination against people with disabilities by partnering with the community to create an accessible, inclusive society.