

## **JOB DESCRIPTION**

**JOB TITLE:** Program Coordinator of Cabrini Team Health - Catholic Schools

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**Exempt:** Yes

**Supervisor:** Superintendent of Schools

**Employee Name:**

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**SUMMARY:** Facilitate programming and collaboration that supports the social determinants leading to improved community health and educational achievement within Catholic schools. The Diocese of Syracuse includes Broome, Chenango, Cortland, Oswego, Onondaga, Oneida, and Madison Counties. The area includes rural, suburban, and inner-city poverty. Health outcomes are poor in many areas for infant mortality, high rates of obesity and chronic illness, childhood lead exposure and asthma, and isolation and lack of services for the elderly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Work with a wide range of representatives from the broad not-for-profit community, FQHC, Syracuse University, Lemoyne College and health & wellness providers to assess regional needs.
- Maintain agreements & teamwork plans within community organizations & school personnel
- Consistently engaging with principals and administrators to create and promote health and wellness within school communities
- Managing programs funded by Mother Cabrini funding
- Work with the Diocesan Catholic Schools and their faculty to educate families on Social Determinants of Health that are affected by lack of parental employment, safe housing, nutritious food, dental & mental health, and language barriers
- Maintain a school-based system assisted with information and services to low-income students & their families
- Provide faculty training to identify behaviors, early-stage issues and community resources associated with the Social Determinants of Health as well as awareness of national research on strategies for improving children's dietary patterns & physical activity
- Assess special needs for immigrant, refugee and impoverished students & families.
- Assist in marketing Catholic Schools and their expertise in improving Social Determinants of Health for students & families through school media avenues

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's Degree and one to three years of experience in a business setting with a focus on nonprofits and an understanding of the communities the Diocese of Syracuse serves. Prior experience as a Family Support Coordinator of youth & families in a school setting is desirable. Knowledge of the Catholic Church, its mission, and practices.

**OTHER SKILLS AND ABILITIES:** Excellent leadership, organizational and communications skills; professional presence and the ability to build strong relationships with various individuals and constituencies; able to understand grant writing; excellent time & project management skills and work independently in offsite locations. Must have high attention to detail, exhibit strong written and interpersonal skills, and be able to successfully manage multiple relationships and priorities.

**Approved:**

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Employee

Date

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Supervisor

Date