JOB DESCRIPTION

JOB TITLE: Program Director of Cabrini Team Health - Catholic Schools

Exempt: Yes  Supervisor: Superintendent of Schools

Employee Name: 

SUMMARY: To create a Diocesan plan to foster coordination and collaboration towards driving improvement of the social determinants leading to improved community health and educational achievement within Catholic schools. The director will work with lead not-for-profits in the region, health & wellness providers and federally qualified health centers (FQHC) to assess how to address gaps, emerging needs, link collaborations and support development of proposals for funding and related service.

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, Lemoyn College and health & wellness providers to assess regional needs.
- Create agreements & teamwork plans within and among Project Advisory team members, community organizations & school personnel
- Meet with area lead agencies to develop working collaborations in each county to address gaps in services based on the regional data analysis within schools and school community. Review annual needs assessments of the major organizations addressing poverty in the region including local health departments, targeted action Plans developed by local health coalitions & foundations within the regional analysis.
- Assemble an interdisciplinary team of health experts from the community to provide training, early intervention, programming, and parent engagement in our school communities.
- 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
- Develop 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
- Annually report to the area Bishop on needs assessment and recommendations for funding.
- Provide regular, quarterly and annual reports of program, strategies, network stakeholders to support current, ongoing & future Mother Cabrini Health Foundation (MCHF).

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 three to five 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; solid understanding of all aspects of 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: ____________________________________________

Employee ___________________________ Date __________

Supervisor ___________________________ Date __________