

Program Coordinator, Mobile Health Unit
University at Buffalo, The State University of New York

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Posted Mar. 19, 2024, set to expire Aug. 4, 2024

Job Title	Program Coordinator, Mobile Health Unit
Department	SPHHP Dean
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/49204

Apply By Email

Job Description

This **Program Coordinator** position will be instrumental in the implementation of a newly created **mobile health unit** to support the health and wellbeing of those living primarily in the Seneca-Babcock neighborhood and surrounding WNY Community. This position will be hands-on, balancing both administrative responsibilities and being involved in personal health-centered interactions with our diverse community members.

Primarily stationed at the Seneca-Babcock Community Association, the mobile unit will serve a wide range of about 30,000 constituents in the city of Buffalo. UB will also work to establish partnerships with agencies in Erie and surrounding counties to regularly make the mobile health unit available to low-resourced residents living in both urban and rural areas across Western New York. From the mobile unit (a fleet of 3 vehicles in total), UB health sciences students and faculty will be able to offer health screenings and prevention services, provide referrals to primary care providers and help individuals and families navigate the health care system, from getting connected with health insurance providers

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to primary care providers. The program coordinator will be integral to the success of their work.

Responsibilities:

- Assist with the planning, implementation, and evaluation of outreach initiatives.
- Coordinate outreach efforts & opportunities with multiple constituents within the university, pre-professional students and our community members.
- Working with SPHHP mobile van team on various budget, hiring, and university procedural items and adherence to all policies.
- Travel between various sites in WNY for the Healthy Mobile Unit Fleet; drive the smaller vans as required.
- Maintain scheduling of the three vans in mobile unit, while following University procedures and regulations.
- Ensure that programs are delivered efficiently and as intended in order to meet goals and grant deliverables.
- Create and monitor data for program evaluation and effectiveness, reporting and future grant proposal needs.
- Supervise and train students, part time workers, and any other volunteers for health unit.
- Engage in upkeep of Electronic Medical Records (EMR) System and frequent use of various mobile health technology and communications.
- Maintain highest level of professionalism and confidentiality, especially with medical standards.
- Perform any other duties necessary.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About the School

SPHHP is the home to five departments: biostatistics, community health and health behavior, epidemiology and environmental health, exercise and nutrition sciences, and rehabilitation science. Faculty and students engage in research and community activities designed to improve the health of populations, communities and individuals. For more information, visit the [School of Public Health and Health Professions](#) website.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a

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flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact