



Adirondack Health Institute

Resource Specialist, Population Health Improvement Program

Part-Time, 20 Hours/Week!

Gain valuable experience working in population health!

Adirondack Health Institute (AHI) is an independent, non-profit organization that is leading the way in rural health care transformation across a nine-county region of the North Country. AHI supports hospitals, physician practices, behavioral health providers, community-based organizations, patients and others in our region to transform healthcare and improve population health.

AHI is seeking dedicated, motivated, and highly passionate individuals who share our drive and commitment to making a difference by improving the health of our community. We are seeking a part-time **PHIP (Population Health Improvement Program) Resource Specialist** to join our team in our Glens Falls, NY office.

The PHIP (Population Health Improvement Program) Resource Specialist will work with the PHIP Manager to assist with researching, preparing and disseminating informational resources, including but not limited to: evidence-based interventions, effective population health improvement strategies, community health plans, data reports, and community engagement materials.

Responsibilities of the PHIP Resource Specialist also include:

- Supporting the Population Health Improvement Program (PHIP) by strategically using informational resources to engage external stakeholders in community health improvement efforts;
- Assisting with the design and maintenance of the *HealthyADK* website, including:
 - Conducting research to locate resources of information (e.g. reports, databases, articles, evidence-based programs, infographics, maps, etc.);
 - Determining how best to organize and present information/resources on *HealthyADK*; and
 - Updating information/documents posted on *HealthyADK*;
- Gathering and assessing information and resources to develop county-specific pages in *HealthyADK*;
- Assessing the utilization of *HealthyADK*, soliciting feedback from users about the site, and undertaking site improvement activities;
- Working with PHIP staff to translate data into educational materials (infographics, maps) designed to engage a variety of audiences in community health improvement efforts;
- Assisting in the preparation and delivery of community presentations on community health data and health improvement strategies relevant to PHIP goals;
- Developing county health profiles for each county in the PHIP region.

Education & Experience: Ideal candidates will have a Bachelor’s Degree in Communications, Health and Human Services, Community Health, or related field. Candidates should have knowledge of community health, public health, and the regional health care delivery system. A minimum of one year experience in identifying community resources is required. Experience designing websites and developing marketing materials or brochures is required. The ability to clearly organize and present information in a variety of formats to engage various audiences is required.

Other Skills: Excellent verbal and written communication skills are required. Candidates should have strong public speaking skills. Must have the ability to work independently and handle multiple tasks with minimal supervision. Strong computer and software skills are required.

Other Requirements: Must have a valid New York State driver’s license and vehicle, or provide evidence of mobility within assigned community.

Position Schedule: Part-Time (20 hours per week)

FLSA Status: Non-Exempt

At AHI, we are leading the way in rural healthcare transformation. By partnering with regional health care providers and community-based organizations, we strive to improve care, lower costs, and realize a healthier future for the Adirondack region. If you are enthusiastic, energetic, and ready to “roll up your sleeves,” this is your new opportunity!

AHI provides a friendly and challenging work environment and a comprehensive benefits package. To apply, please email your resume to ahihr@ahihealth.org with the position title in the subject line.

AHI is an Affirmative Action EEO employer and provides opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. AHI will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.