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DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice

Job Details

Job ID:	278143	# of Positions:	1	
Business Title:	Director of Worksite Wellness, Bureau of Chronic Disease Prevention and Tobacco Control		Title Code No:	5304B
Civil Service Title:	AGENCY DEPUTY MEDICAL DIRECTOR		Level:	M3
Title Classification:	Non-Competitive			
Job Category:	Health			
Career Level:	Experienced (non-manager)		Proposed Salary Range:	\$ 67,060.00 - \$178,873.00 (Annual)
Work Location:	42-09 28th Street			
Division/Work Unit:	Chronic Disease Prevention			

Job Description

The Bureau of Chronic Disease Prevention and Tobacco Control spearheads programs and initiatives to reduce the burden of chronic diseases by addressing underlying risk factors, such as poor nutrition, physical inactivity and tobacco use. The Bureau aims to reduce the leading causes of preventable deaths through innovative environmental and systems changes and groundbreaking policies that promote healthy eating, physical activity, and tobacco control. The Bureau, which is part of the Division of Prevention and Primary Care, achieves its goals through implementing neighborhood and population-level programs with an emphasis on policy, systems and environmental changes, especially those that promote healthy choices.

We are looking for a highly motivated and productive public health professional to be a part of an internationally-renowned bureau.

Reporting to the Assistant Commissioner in the Bureau of Chronic Disease Prevention and Tobacco Control, the primary focus of the Director of the Worksite Wellness Program will be to lead the development of a new initiative that will introduce innovative, evidence-informed worksite wellness programming within the DOHMH; that will provide technical support for the spread of worksite wellness programming throughout City Government; and that will promote engagement in worksite wellness programming across other NYC-based employers.

Duties will include:

- Oversee the design and management of the technical and clinical aspects of a worksite wellness program at the NYC Health Department with a focus on prevention.
- Support program implementation through collaboration with the DOHMH's Division of Administration/HR.
- Advise and oversee research on the health and economic impact of worksite wellness policies and interventions including documenting best practices and return on investment.
- Develop and oversee evaluation strategies for the worksite wellness program activities.
- Provide technical support for the spread of worksite wellness programming to other city agencies through collaboration with the City's Office of Labor Relations, and promote a culture of worksite wellness across the city.
- Provide clinical oversight for a smoking cessation program available for all City employees.
- Provide content expertise in the areas of nutrition, physical activity and obesity for the Health Eating and Active Living Programs.
- Identify and develop opportunities to expand programming through collaboration with internal and external partners on research and by engaging in funding raising/grant writing.
- Manage unit staff and process; develop and manage annual budgets and operational requirements including.
- Publish reports and peer-review manuscripts.
- Represent the bureau and the Health Department when giving presentations as an invited speaker.
- Participate in the Health Department's emergency response activities to a citywide or large-scale public health emergency. Review clinical and scientific literature to further programmatic, policy, and media work to ensure clinical and scientific accuracy.

Minimum Qual Requirements

1. Possession of a valid license to practice medicine in the State of New York plus valid Board Certification issued by the appropriate American Specialty Board in an approved medical specialty; and four years of medical practice including one year of experience in an administrative or supervisory capacity; or
2. A combination of education and/or experience equivalent to that listed in "1" above. However, all candidates must have a valid license to practice medicine in the State of New York, and one year of medical practice in an administrative or supervisory capacity.

Preferred Skills

- A Master's or Ph.D. in public health, epidemiology, or related field
- Expertise in clinical and scientific literature related to chronic disease and related risk factors, worksite wellness, the built environment
- Prior experience supervising and guiding the work of other staff is expected
- Ability to handle multiple high-priority projects and assignments simultaneously, to shift fluidly among them, and to work independently, when necessary, towards creative problem solving; and
- Preferred candidates should have excellent analytical and reasoning skills; strong written and oral communication skills; superior interpersonal skills
- Broad medical knowledge and ability to communicate clinical concepts to non-clinical staff.

Additional Information

**IMPORTANT NOTES TO ALL CANDIDATES:

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.
- Proof of Education according to the education requirements of the civil service title.
- Current Resume

- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

**LOAN FORGIVENESS

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>

In the Job ID search bar, enter: job ID number # 278143.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City Residency is not required for this position

POSTING DATE: 01/11/2017

POST UNTIL: 04/18/2017