# YMCA OF ITHACA AND TOMPKINS COUNTY JOB DESCRIPTION

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| Job Title: **Community Health Director** | Position Status: Full-Time | |
| FLSA Status: Exempt | Salary Range: $60,500 | |
| Reports to: Regional Executive Director | Revision Date: 06/17/2025 | |
| Primary Department: Healthy Living | |  |

**POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Community Health Director leads the YMCA’s social care and population health initiatives, including all programming related to the NYS Medicaid 1115 Waiver. This role oversees screening and referral services, food access initiatives, evidence-based health programs, and older adult wellness efforts, while cultivating partnerships and referral pathways with healthcare providers and community organizations. The Director also supervises staff, manages grants, and expands off-site and volunteer-driven programs that advance health equity across Tompkins County. Please note that this is a grant-funded position, with the potential for continued employment based on performance, organizational sustainability, and future funding availability.

**OUR CULTURE:**   
Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world.**We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**ESSENTIAL FUNCTIONS:**

1. Leads YMCA operations and compliance related to the NYS Medicaid 1115 Waiver, including screening, referrals, and documentation protocols.
2. Oversees and expands YMCA food equity services, including food pantry operations (on- and off-site), nutrition education, counseling, and medically tailored meal programs.
3. Leads implementation and growth of evidence-based health intervention programs, including but not limited to, the YMCA’s Diabetes Prevention Program, Blood Pressure Self-Monitoring Program, LiveSTRONG at the YMCA, Moving for Better Balance, Healthy Weight and Your Child, Weight Loss Program, and A Matter of Balance.
4. Runs off-site healthy living programs and actively engages in the community to build relationships, identify resources, and promote health services that meet the needs of underserved and high-risk populations.
5. Builds and maintains formal referral pipelines with healthcare providers, social workers, insurers, community partners, and government agencies.
6. Recruits, trains, supervises, develops, and evaluates staff, interns, and volunteers.
7. Designs and supports programs and events that target older adults and other priority populations.
8. Writes, manages, and reports on grants that support community health work, including data tracking and outcomes measurement.
9. Ensures compliance with all safety, privacy, and program standards tied to healthcare or social service operations, especially HIPAA.
10. Develops and manages program budgets, tracks outcomes and impact metrics, and aligns programs with strategic goals.
11. Coordinates social care navigation and screening and health equity strategies into broader organizational operations.
12. Partakes in the YMCA’s Annual Campaign to raise funds and act as an ambassador for the charitable mission of the YMCA.
13. Performs all other duties as assigned.

**QUALIFICATIONS:**

* Bachelor’s degree in public health, health promotion, community health, social work, nutrition, or a related field required; Master’s degree preferred.
* Minimum of 2 years of experience in community health, food access programs, non-profit management or equivalent experience.
* Experience in implementing evidence-based program models, including engaging specific or underserved populations, managing referral relations with healthcare providers, and implementing quality assurance and data collection protocols.
* Familiarity with NYS Medicaid 1115 Wavier is a plus.
* Proven track record of writing and managing grants needed.
* Ability to record, analyze, and input data.
* Strong program planning and evaluation skills required.
* Ability to build partnerships with health systems, governmental agencies, and non-profit organizations.
* At least a year of supervisory and volunteer management experience required.
* Strong organizational, interpersonal, and social skills with a demonstrated ability to collaborate with a variety of individuals from a wide range of professional and personal backgrounds.
* Ability to work independently and manage multiple priorities.
* CPR, First Aid, Emergency Oxygen Certification or ability to obtain certifications within 90 days of hire.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
* The employee frequently is required to sit and reach, and must be able to move around the work environment.
* The employee must occasionally lift and/or move up to 25 pounds.
* Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
* The noise level in the work environment is usually moderate.
* Will need to wear personal protective equipment when required.

**ADDITIONAL BENEFITS:**

* Employee sponsored health insurance.
* Retirement options through the YMCA Retirement Fund when certain eligibility criteria are met.
* Generous paid time off, including holiday pay.
* Free family YMCA membership.
* Discounts on YMCA program registrations.