Maternal, Child and Family Health Coalition

Title: Program Coordinator (Fetal and Infant Mortality Review) FIMR

Classification: Part Time, Exempt

Purpose: Reporting to the Manager of Strategic Initiatives, the Program Coordinator supports the MCFHC mission by providing data and information about the status of maternal, child and family health in St. Louis to assist the community, prioritize, and address needs.

Responsibilities

- Interact in positive manner with partners and persons receiving services—demonstrating a respect for each individual’s dignity and self-worth.
- Coordinate the FIMR case review process including recruitment and orientation of Case Review Team members.
- Communicate with Case Review Team regularly.
- Compile most pertinent information into case summaries and present to Case Review Team.
- Receive and abstract vital records information from the Missouri Department of Health and Senior Services. Store information per FIMR Confidentiality Procedures.
- Contact hospitals, retrieve medical records for cases, review and abstract records using appropriate forms and database.
- Contact and interview mothers, or other family members, who have experienced the loss of a fetus or infant, completing appropriate abstraction forms.
- Manage the IRB process and uphold principles of human subject protection.
- Other duties as assigned supporting Managers with Strategic Initiatives.

Knowledge, Skills, and Abilities

- Working knowledge and understanding of medical record review and abstraction, statistics, and epidemiology.
- Minimum of bachelor’s degree in public health, social work, community health nursing or related field with experience working with community organizations.
- Knowledge and experience in maternal and child health and community health preferred.
- Knowledge of research methods and ability to read and understand research articles.
- Ability to interpret and synthesize research findings and data from multiple sources.
- Strong written and oral communications skills.
- Strong computer skills including use of Word, Excel, PowerPoint, Outlook, and Access.
- Ability to work with volunteers, community agencies and diverse populations.
- Ability to understand bereavement and work sensitively with families.

Competencies Required

- Strategic orientation – keeps big picture in mind when creating solutions, focus on needs and priorities of community as a whole, future oriented
- Interpersonal savvy — relates well to all kinds of people, builds effective relationships; uses diplomacy and tact, can diffuse high tension situations, steps up to conflict, find common ground and get cooperation, listens before judging, demonstrates respect for opinion of others, keeps people informed and up to date; communicates effectively verbally and in writing in a variety of settings; manages group process
- Partnership builder - Identifies opportunities and takes action to build strategic relationships internally and externally, Identifies partnership needs, exchanges information with potential partners, collaboratively determines mutual goals, facilitates partnership agreements, nurtures partnership
- Collaborative leadership – Promotes and generates cooperation among one’s peers to achieve a collective outcome, fosters the development of a common vision and fully participates in creating a unified team that gets things done
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• **Innovation** – challenges the status quo, creates or seizes opportunities to improve effectiveness and outcomes, applies creative problem solving; takes smart risks and learns from mistakes

• **Politically astute** - tactful and attentive to the perspectives and competing interests of various internal and external stakeholders

• **Planning, organizing and measuring** – sets goals and measures, tracks progress, able to handle multiple activities at one time, uses resources effectively, can marshal resources to get things done, follows up to ensure results, provides sense of priorities, knows how to organize people and activities; knows what to measure and how to measure it

• **Continual and active learner** – grasps new information, seeks new sources of information to expand knowledge, skills and abilities, integrates knowledge into work, seeks improvement, makes complex understandable

• **Diversity** – supports and promotes environment that holds opportunities for all. Actively seeks opinions and ideas from people of varied background, experience, values, and enthusiastically works with all employees, partners and clients.

This job description is not designed to cover nor contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee.

**Type of work environment associated with the job**- indoor, office setting. Travel by car through region to attend meetings in community settings. Occasional long distance travel to attend conferences.

**To apply, send cover letter and resume to randersonrice@stl-mcfhc.org. Please no phone calls.**