



Employee Position Description

Position Title: Sr. Coordinator of Health Initiatives, Quality of Care and Child Safety

FLSA Status: Exempt

Reports to: Chief Executive Officer

Site: Phoenix, AZ

POSITION SUMMARY:

As a member of the Health Initiatives team, this position coordinates the daily functions within the Quality of Care and Child Safety priority area of organization including: Care Coordination, Child Fatality Prevention, Emergency Department Preparedness, and Suicide, Bullying, and Unsafe Sleep Prevention.

*PRIMARY RESPONSIBILITIES/DUTIES:

- Under the direction of the Chief Executive Officer, coordinates the day-to-day activities of all related initiatives in the Quality of Care and Child Safety priority area.
- Works to implement strategies of the Quality of Care and Child Safety key priority area and related committees, workgroups, and taskforces with input from the Senior Leadership Team.
- Works to recruit and maintain membership in hospital emergency preparedness certification program.
- Coordinates Pediatric Prepared Emergency Care certification process and related course offerings.
- Maintains tracking sources and collects data to submit to the Chief Executive Officer and Director of Operations to meet requirements for each related program, project, and initiative.
- Maintains databases of referrals, providers, and partners relevant to multiple projects.
- Attends coalition and community meetings to represent various health initiatives.
- Works with partner organizations to promote awareness campaigns targeting child injury and death prevention, and other related initiatives.
- Coordinates efforts to distribute information to AzAAP members by working with Constituent Services team.
- Responsible for actively participating in and promoting Quality of Care and Child Safety initiatives within all AzAAP fundraising events and projects, including but not limited to Speak Up for Kids and third-party fundraising events/efforts.
- Supervises and coordinates the activities of other coordinators within Quality of Care and Child Safety priority area.
- Monitors grant budgets on a regular basis and works with the Chief Executive Officer and Director of Operations to modify and realign funds based on program and project needs.
- Creates and submits budget modifications and narrative reports to the Chief Executive Officer and Director of Operations for review, approval, and submittal to funders where applicable.
- Supports the work of other health initiative areas and works cross-functionally as needed and assigned.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES Yes.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passion for working in a team-based and mission-driven environment.
- Models respect, integrity, compassion, and displays a dedication to collaboration.
- Self-motivated with ability to multi-task effectively.
- Must be able to communicate effectively, both verbally and in writing, using the English language.
- Demonstrated proficiency with MS Office products, especially Word, Excel, Access and Power Point.
- Professional in appearance and demeanor at all times.
- Reliable transportation and proof of insurance.

EDUCATION and/or EXPERIENCE

Experience working in or with Arizona Emergency Medical Services, nursing, or other health fields.
Minimum of 3 years program management experience.

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 occasionally required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear.

Statewide travel is required. Occasional overnight travel is required.

