

MEDICAL CARE DEVELOPMENT, INC.

11 Parkwood Drive
Augusta, Maine 04330

POSITION DESCRIPTION

Division: Public Health

Position: Project Coordinator (exempt position)

Description: Assist the Project Manager in all work plan activities for assigned projects

Accountability: Reports to the assigned Team Leader

Project Coordinator (Tier 1 and 2 Competencies)

Analytical/Assessment Skills

- Describes the characteristics of a population-based health problem
- Identifies sources of public health data and information
- Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information
- Uses methods and instruments for collecting valid and reliable quantitative and qualitative data
- Interprets quantitative and qualitative data
- Uses information technology to collect, store, and retrieve data
- Describes how data are used to address scientific, political, ethical, and social public health issues

Policy Development/Program Planning Skills

- Gathers information relevant to specific public health policy issues
- Participates in program planning processes
- Incorporates policies and procedures into program plans and structures
- Applies strategies for continuous quality improvement

Communication Skills

- Identifies the health literacy of populations served
- Assesses the health literacy of populations served
- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Solicits community-based input from individuals and organizations
- Solicits input from individuals and organizations
- Uses a variety of approaches to disseminate public health information
- Presents demographic, statistical, programmatic, and scientific information for use by professional and lay audiences
- Applies communication and group dynamic strategies in interactions with individuals and groups

Cultural Competency Skills

- Incorporates strategies for interacting with persons from diverse backgrounds
- Considers the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services
- Responds to diverse needs that are the result of cultural differences

Community Dimensions of Practice Skills

- Identifies stakeholders, community assets and resources
- Collaborates with community partners to promote the health of the population
- Maintains partnerships with key stakeholders
- Uses group processes to advance community involvement
- Gathers input from the community to inform the development of public health policy and programs
- Informs the public about policies, programs, and resources
- Promotes public health policies, programs, and resources

Public Health Sciences Skills

- Describes the scientific evidence related to a public health issue, concern, or, intervention
- Retrieves scientific evidence from a variety of text and electronic sources
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health

Financial Planning and Management Skills

- Participates in the development of a programmatic budget
- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts
- Participates in the development of contracts and other agreements for the provision of services
- Operates programs within current & forecasted budget constraints.

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals
- Participates with stakeholders in identifying key public health values and a shared public health vision as guiding principles for community action
- Contributes to the measuring, reporting and continuous improvement of organizational performance

Qualifications: Bachelor's degree in health-related field is preferred; however, equivalent related work experience may be considered. Master's level training in related field is a plus. Exceptional writing and interpersonal communication skills and demonstrated cultural competence are essential. Detailed knowledge of all current Microsoft Office software programs as well as any other software programs necessary to perform the job.

Abilities: To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in most core competencies. Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other MCD offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality: MCD employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and MCD corporate confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety: MCD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands: Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Work Environment: The primary location of this position is a typical office environment. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate an individual to be in various public places.

Job Performance Evaluation: The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee Signature: _____

Date Reviewed: _____

Supervisor: _____