

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING APRIL 29, 2024 THROUGH MAY 17, 2024
OR THE POSITION IS FILLED.**

On-line: <http://www.co.wayne.in.us/web/jobs/index.php>

**JOB TITLE: Fetal and Infant Mortality Review (FIMR)
Program Coordinator, #10130**

Date Posted: April 29, 2024
Department: Public Health
Hours: Fulltime 40 hours/week
Salary: \$27.52/hour

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require an accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as the Fetal and Infant Mortality Review (FIMR) Program Coordinator for the Wayne County Health Department, responsible for the supervision of the FIRM Review Team, and Community Action Team.

DUTIES:

Manages the FIMR program and the coordination of the efforts between the Program Coordinator (PC) and Medical Assistant/Community Health Worker (MA/CHW).

Works with key members of the community to determine the best way to ensure that community leaders are able to develop recommendations and implement FIMR actions.

Chairs team meetings and develop written reports, and other documentation pertaining to the program as needed.

Develops case summaries, prepares scheduling, attends all team meetings, and composes minutes.

Reviews abstract information from the medical records for the FIMR program.

Conducts interviews with bereaved families, tracks medical records, and serves as program liaison to the other community interviewers and to hospital medical records departments.

Disseminates program results to the community.

Serves as the program's liaison officer to community leaders, physicians, hospitals, related family service providers, and agencies, including civic groups, advocates, and consumers.

Attends training and seminars as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

LPN required and with experience and skills in the health care field such as pediatrics, obstetrics, or related field. Background in health program development and administration required, RN preferred.

Thorough knowledge of the structure and functions of County and community health and related systems and resources.

Working knowledge of the theory and practice of the continuous quality improvement model as it relates to community development and experience with data analysis.

Working knowledge of organizational and interpersonal skills with experience working with diverse populations and chairing complex, multi-organization meetings.

Working knowledge of standard office practices, basic computer skills, and medical terminology, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare patient charts and written reports as required.

Ability to properly operate standard office equipment, including computer, calculator, typewriter, copier, postage meter, shredder, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Wayne County Division of Family and Children, Medicare, Medicaid, insurance companies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to compile statistics and prepare related reports.

Ability to analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to compute and perform arithmetic operations, such as tabulating surveys, counting and processing money received and posting payments to patient accounts.

Ability to file, post, mail materials, and maintain organized files.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods, under time pressure, and on several tasks at the same time.

Ability to plan and layout assigned work projects and ability to apply knowledge of people and locations.

Ability to conduct interviews with bereaved families and track medical records.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to occasionally work extended, evening hours, and occasionally travel out of town for seminars.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of duties involving consideration of many variables. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks. Decisions are always determined by specific instructions or existing, well-established policies and procedures.

III. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with work priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods and procedures. Errors are primarily detected or prevented through standard bookkeeping checks and notification from other departments, agencies, and/or the public. Undetected errors could result in loss of time to correct errors, and/or loss of money to the Department.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments Wayne County Division of Family and Children, Medicare, Medicaid, insurance companies, and the public for the purpose of giving and receiving information and rendering service.

Incumbent reports directly to the Director of Clinical Services.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a health clinic, involving sitting for long periods, standing/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, crouching/kneeling/bending/reaching, close/far vision, keyboarding, driving, depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbents may be exposed to irate or hostile individuals.

Incumbent is occasionally required to work extended or evening hours and occasionally travel out of town for seminars.

**APPLY AT: Wayne County Government
Human Resources
401 East Main Street,
Richmond, IN 47374**

ON-LINE AT: <http://www.co.wayne.in.us/web/jobs/index.php>

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