START Coordinator Position Description

Rev 1.1.10

Overview

This position reports to the START Manager and is part of the training team for this statewide quality improvement initiative to affect the level of standardized screening in primary pediatric care in a variety of practice/clinic settings. This person must be highly independent, organized, and familiar with healthcare provider culture. This position provides the glue for the initiative to keep all the pieces moving forward smoothly. This person works closely with the project Manager to successfully implement the trainings and attends most local trainings and some out of town trainings.

Responsibilities

Logistics:

* Track and schedule interested practices/community trainings
* Make contacts with communities to build referral network for each training
* Create community resource handouts for each community
* Integrate community resource slides into each training with local resources
* Prepare packets copies for all trainings
* Create flyer for each community and markets trainings to providers
* Coordinates hosted space, caterer, and AV needs
* Tracks expenditures, pay vendors, and works with Manager to effectively manage budget
* Make travel arrangements when necessary

Curriculum Development:

* In collaboration with physician lead, topical experts, and Manager creates new modules
* Updates presentations for each training tailored to practice/community assets
* Keeps current with changing environment/science and tool changes

Evaluation and Reporting:

* Update, disseminate, and summarize day of training evaluation survey
* Create, disseminate, and summarize pre/post online survey for EACH training
* In collaboration with physician lead, content experts, and Manager create module specific pre/post surveys as each new module is available
* Create and maintain data tracking system for evaluation data and MOC data
* Create and disseminate certificates of attendance for participants to use for CME
* In collaboration with physician lead and Manager prepare funder reports

Advisory and Oversight

* Schedule Advisory Committee meetings
* Record minutes and disseminate to members

Qualifications

A minimum of a bachelor’s degree and two years of experience in a health related field is required. This individual must have experience in the health care arena and an understanding of primary care provider practice is desired. Must have own transportation and be available for out of town travel. The ideal candidate will have evaluation and data systems background and be familiar with excel, powerpoint, and online survey tool software applications. This is a rapidly growing Statewide initiative so flexibility and independent problem solving skills are a must.

Compensation

This is currently a contracted position at roughly .75 FTE with no benefits at a rate that is negotiable depending on experience and qualifications. The goal is for this to turn into a fulltime salaried position within the fiscal year.

For more information please contact Anne Stone MA, MPA START Manager at [annestone2@verizon.net](mailto:annestone2@verizon.net)