

PHYSICIANS' MEDICAL CENTER (PMC)
2435 NE Cumulus Ave., McMinnville, OR 97128

DATE: *August 28, 2013*

POSITION IDENTIFICATION:

Title:	<i>SNACK Program Coordinator</i>
Office:	PMC in McMinnville, OR
Reports to:	Dr. William Koenig
Supervises:	SNACK Student Interns
Performance Review:	Dr. William Koenig
Hiring Decision:	Dr. William Koenig

JOB SUMMARY:

The **Student Nutrition & Activity Clinic for Kids (SNACK)** coordinator, under supervision of pediatric physicians, is responsible for delivering nutrition education and lifestyle counseling to pediatric patients, organizing activity sessions for participants, developing and organizing program lessons, and assisting with grant applications. This individual must work well with children & adolescents, communicate effectively with families, be compassionate and understanding, be able to work professionally with physicians, nurses, and other PMC staff members; and be able to work independently towards program goals and creatively in coming up with new ideas for program development.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The SNACK Program Coordinator reports to Dr. Koenig or designated supervisor and is responsible for carrying out duties requested by physicians & nurses. Essential duties & responsibilities include, but are not limited to:

- Developing and enhancing the SNACK program at PMC and in the community. This will include, but is not limited to:
 - a. establishing, building, and fostering partnerships with organizations, agencies, institutions, and/or businesses in the community; and
 - b. increasing participation by the overweight and/or underserved population of our community.
- Initiating and participating in quality assurance and quality improvement activities based on the four components of quality: 1) customer satisfaction, 2) employee satisfaction, 3) process/system refinement, and 4) financial impact.
- Maintaining a safe and clean working environment consistent with OSHA and PMC standards.
- Recognizing and taking action on potentially unsafe acts and conditions.
- Maintaining confidentiality for all clients at all time in accordance with HIPAA regulations.
- Awareness of location, use, and maintenance of emergency equipment on the premise.
- Performing nutrition education and lifestyle counseling tasks, including planning and developing activities for clinic sessions.
- Managing current grants, researching and finding grant opportunities, writing grants, and managing grant applications and submissions.
- Behaving and communicating professionally at all time in the work environment in dealing with clients, physicians, nurses and all other PMC staff.

- Demonstrating positive interpersonal relations in dealing with physicians, patients, patients' families, visitors, co-workers, executive staff, and other medical center employees in a confidential manner.
- Writing patient notes and submitting clear chart data from each appointment.
- Planning physical activity sessions – including organizing volunteers and communicating with Linfield College staff & facility personnel.
- Supervising SNACK student interns.
- Demonstrating the ability to embrace and project the values of PMC: safety, trust and respect, teamwork, partnership and service, compassion, integrity, efficiency, and financial responsibility.
- Demonstrating the knowledge and skill necessary to provide care/service appropriate to the age of the patients/individuals s/he serves.

QUALIFICATIONS:

Education/Certification

- ***Master in Public Health*** (MPH) or nearing completion of it. Preferred tracks/concentrations are: Health Promotion; Social & Behavioral Science; Health Behavior & Health Education; Food, Nutrition & Health; Community Health, or Child & Adolescent Health.
- Or, **in lieu of an MPH, a *Bachelor's degree*** in Exercise Science, Health Education, Physical Education, or other related area ***PLUS***
 - At least 2 years of experience in the field, and/or
 - Certified as a Health Education Specialist.
- Basic Life Support certification (PMC can help arrange for class prior to start date).

Skills/ Abilities

- Knowledge of nutrition, exercise physiology, chronic diseases (obesity, diabetes, heart disease, etc.)
- Skills in communication and education, including proficiency in writing and editing material and usage of MS-Office products, e.g., Word, Excel, PowerPoint, Outlook, and Access (bonus).
- Experience in working with children.
- Ability to complete tasks individually and without supervision.
- Patient, flexible, and compassionate when working with clients.
- Skills in organization and planning.
- Grant writing.

WORK HOURS & SALARY:

- ***Part-time*** to start, with potential for ***Full-time*** as the program & funding grow.
- Actual salary will depend on education & experiences.

To apply, please submit the following documents via Email to: pmc@pmcmac.com

- Cover letter
- Resume
- Sample of previous work – such as:
 - ✓ Final Report of some kind that best demonstrate your caliber and/or skills
 - ✓ Program plan/Evaluation
 - ✓ Grants submitted, especially if successful.