Canton City Health District  
Position Description

POSITION TITLE: Project Coordinator – Fetal Infant Mortality Review

WORKING TITLE: FIMR Project Coordinator

AGENCY UNIT: Office of Public Health Information (OPHI)

REPORTS TO: Health Commissioner

EMPLOYMENT STATUS: Part Time  
PAY RANGE: PT6: $23.98 - $34.35 / hour

FSLA STATUS: Exempt  
APPROVED: DRAFT  
LAST REVISION: 4/10/2014

POSITION SUMMARY:
Under general supervision of the Health Commissioner, this position is responsible for implementation of the day-to-day Fetal and Infant Mortality Review (FIMR) Program activities. Works with community members to examine social, economic, cultural, safety and health system factors associated with fetal and infant mortality. This position collects data from medical records and family interviews on selected cases of infant death, prepares summaries which are then reviewed by a Case Review Team. Works with the Community Action Team to recommend policy changes and specific interventions to better serve families and the community as a whole. The position will also serve as the project coordinator for the Ohio Equity Institute for Birth Outcome project in Stark County. The position will report to the Health Commissioner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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<tr>
<th>Percentage</th>
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<tr>
<td>40%</td>
<td><strong>Program Management.</strong> Using independent judgment and knowledge of FIMR processes, manages the daily activities of the FIMR program. Provides leadership to the community FIMR teams, coordinates and facilitates all team meetings. Develops meeting minutes, written reports, grant proposals and other documentation pertaining to the program.</td>
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<td><strong>Chart Abstraction.</strong> Responsible for abstracting information essential for the FIMR process and providing additional information on each case based on clinical interpretation of records, developing case summaries, presenting comprehensive de-identified summaries to FIMR Case Review Team (CRT).</td>
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<td>10%</td>
<td><strong>Maternal/Family Interview.</strong> Responsible for conducting interviews with bereaved families to capture relevant data necessary to identify the related social, economic, cultural, safety and health related issues that contribute to the health and well-being of women, infants, and families. Provides referrals to trained bereavement counselors, Sudden Infant Death Syndrome (SIDS) professionals, or peer support programs.</td>
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### Community Networking

This position will serve as program liaison to the hospital medical records’ departments, coroner’s office, clinics and community agencies on FIMR related matters. Responsible for contacting hospitals or other agencies involved to retrieve medical records for specified cases. Facilitates the Case Review Team (CRT) and Community Action Team meetings. This position also participates in area task forces, coalitions, committees, etc., related to FIMR. Responsible for presenting educational programs in the area of maternal and child health, primarily infant mortality. Serves as the program’s liaison to community leaders, physicians, hospitals, related family service providers and agencies, as well as civic groups, advocates and consumers. Works with members of the community to determine how best to ensure implementation of FIMR activities.

### Information Management

This position works in conjunction with general department administration and administrative support to maintain patient databases to ensure safety of HIPAA related information. Analyzes data pertinent to the FIMR process at a county level. Works in collaboration with the Ohio Department of Health for data input into a specialized FIMR computer program. Prepares reports as needed for distribution to FIMR members and grant funders. Maintains all FIMR data, files of case abstraction and team meeting review summaries in data base.

### NON-ESSENTIAL DUTIES

None

### MINIMUM QUALIFICATIONS

- Bachelors of science degree in nursing with a current license to practice as a Registered Nurse in the state of Ohio, or a Licensed Independent Social Worker (LISW) with clinical experience.
- Valid Driver’s License

### PREFERED QUALIFICATIONS

- Three (3) years’ experience in the health care field (pediatric, obstetric, public health or related field).
- Maternal and child health experience.
- Home visitation/interviewing experience.
- Experience working with diverse populations in diverse environments.
- Experience chairing multi-organization meetings with participants from multiple professions.
- Background or training in bereavement support and cultural competency.
COMPETENCIES
This position is aligned with the Council on Linkages Core Competencies (Adopted May 2010) (www.phf.org/programs/corecompetencies) Competencies for this position include:

- Analytic & Assessment Skills: Tier 2
- Policy Development & Program Planning Skills: Tier 2
- Communication Skills: Tier 2
- Cultural Competency Skills: Tier 2
- Community Dimensions of Practice Skills: Tier 2
- Public Health Sciences Skills: Tier 2
- Financial Planning & Management Skills: Tier 2

WORK ENVIRONMENT:
Normal office working conditions, exposure to possible inclement weather conditions, road hazards, environmental chemicals, foul odors, potentially infectious agents. While performing this job, the employee regularly exhibits digital dexterity while using a computer keyboard. Employee frequently sits for extended periods of time, and occasionally stands and walks. Vision demands include close, relatively detailed vision while focusing on a computer screen and reading printed material. Must be able to concentrate for extended periods of time. Employee occasionally reaches with hands and arms, climbs and balances, and stoops, kneels, crouches, and crawls. Employee exhibits normal speaking and hearing demands. Employee may be required to wear personal protective equipment such as masks, gowns, gloves, boots, and protective suits.

OTHER:

- A person of this classification will be expected to respond to public health emergencies.
- This job may require scheduling of duties at night or other non-traditional work hours.
- Travel will be required to other area health departments, the Ohio Department of Health, and other trainings and meetings. Some out of state travel may be required.
- Availability of this position is dependent on grant and other funding. Reduction in grant funds may result in the elimination of this position.
- This position will be provided with health care benefits.

APPROVALS:
Board of Health: 4/28/2014

REVISIONS:
7/1/2014 – Minor revisions to add LISW and health care provisions.