



North Central Florida Health Planning Council, Inc. (dba WellFlorida Council)

Job Description

Job Title: FIMR Coordinator

Department: Maternal & Child Health-Fetal & Infant Mortality Review Project

Location: Gainesville, FL – Hybrid position that requires reliable internet and appropriate internet speeds at remote location (A speed Test will be provided during the interview process)

Employment Type: Full-Time

Salary: \$43,000 to \$46,000; plus benefits

Posting Closes: Open until filled

Apply at: <https://tinyurl.com/WF1043>

JOB SUMMARY

This position will be responsible for assisting with the coordination of Fetal Infant Mortality Review (FIMR). FIMR develops and implements strategies to enhance the health and well-being of women, infants, and families by improving the community resources and service delivery systems. FIMR brings together key members of the community to review individual fetal and infant mortality cases then develops and executes strategies to mitigate the circumstances that contributed to the fetal/infant death. This position will be responsible for recruitment and coordination of the Case Review Team (CRT) and Community Action Group (CAG) and the facilitation of CRT and CAG meetings

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position without accommodation. The omission of an essential function does not preclude the management team from assigning duties not listed herein if such functions are a logical assignment to the position.

- Obtain and maintain fetal and infant mortality records while maintaining a high level of confidentiality and accuracy
- Conduct thorough collection and review of all records necessary for nurses to conduct the medical abstraction including but not limited to: prenatal records, hospital (triage, labor and delivery, post-partum/mother baby, NICU) records, pediatric records, medical examiner reports, autopsy records, social services records, etc.
- Initiate and maintain the internal case tracking process
- Conduct outreach to parents who have experienced a fetal or infant loss and conduct interviews with families to provide social context to the circumstances surrounding the loss. Interviews may be conducted on weekends or evenings to accommodate families' schedules
- Conduct non-medical case information abstractions
- Compile summary of social factors related to each case and present information to the Case Review Teams (CRT)

- Assist with recruiting and maintaining membership for Case Review Teams (CRT) and Community Action Groups (CAG) and ensure that membership is representative of the region and meets the requirements outlined by funding agencies
- Schedule, coordinate, staff, and maintain records for all CRT meetings and CAG meetings
- Compile and disseminate CRT and CAG meeting materials
- Enter data and recommendations into the National Fatality Review-Case Reporting System (NFR-CRS) within prescribed timeframes
- Assist the Community Action Group in the development of the annual Action Plan and report on progress of implementation
- Accurately complete and submit required time-sensitive monthly and quarterly reports for funders
- Plan, coordinate, and facilitate FIMR staff meetings
- Assist in analyzing patterns and trends in the FIMR data
- Research and identify evidence-based strategies and initiatives that improve outcomes in identified priority areas
- Assist the Case Review Team in analyzing collected FIMR data and developing recommendations regarding appropriate and necessary community-based resources, interventions, systems and/or policy changes and recommendations to reduce the number of fetal and infant deaths
- Assist in developing and implementing the Coalitions' strategic plans based on FIMR findings and CRT & CAG recommendations
- Stay current with literature relevant to maternal and infant health and factors that contribute to fetal/infant deaths, such as but not limited to racial disparities, prematurity, low birth weight, maternal infections, perinatal mental health, birth spacing, social determinants of health, SUIDS, substance exposure, trauma informed care, protective factors, Life Course Perspective, and strategies for evidence-based interventions
- Attend FIMR technical assistance calls and meetings
- Participate in FIMR and other relevant trainings
- Participate in all FIMR and staff meetings
- Maintain and submit Data Use Agreements with the Florida Department of Health
- Present updates and findings at Healthy Start Coalition board meetings

KEY ATTRIBUTES AND CORE COMPETENCIES (i.e., Knowledge, Skills, and Abilities for an Employee to Be Successful)

- Experience with use of computer hardware/software including Microsoft Office, the internet and virtual platforms
- Ability to use discretion when handling sensitive and confidential situations
- Highly organized, self-motivated, compassionate and detail oriented
- Ability to work both independently and as part of a team
- Ability to work both from a fixed office location and to telework from a remote location as necessary or warranted
- Familiarity of maternal and child health programs and community resources
- Proficiency in data management and record keeping
- Demonstrated a high level of verbal/written communication, interpersonal, self-management, and creative thinking skills with compassion, courtesy and tact
- Ability to clearly convey information and ideas to individuals and groups

- Ability to achieve results and success even under tough circumstances and identify new and unique ways to solve problems
- Ability to recognize the value that different perspectives and cultures bring to an organization and work effectively with many populations

QUALIFICATIONS

Education – Must have one of the following:

- Master's degree from an accredited college or university in Health Planning, Public Health, Health Education, Social Services or related field with two years of related experience
- Four-year degree from an accredited college or university in Health Planning, Public Health, Health Education, Social Services or related field with three years of related experience
- Associate degree and licensure as a Registered Nurse with three years of public health/maternal-child health experience or licensure as a Licensed Practical Nurse with four years of public health/maternal child health experience

Experience

- Maternal, neonatal, and/or pediatric health-related experience preferred
- Experience with community mobilization, coalition building, public health, epidemiology, health policy, community-based interventions, and/or service delivery systems development preferred

Driving Requirements

- Possess a valid Florida Driver's License (required).
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes).

Other Requirements

- An FDLE background check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- Level II Background Check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Must be able to maintain stationary position for the majority of your work hours.
- Must be able to occasionally move about inside the office to access file cabinets, copy machines, printers and front door.
- Must be able to consistently operate a computer and other office productivity machinery such as calculator, copy machine and printers.
- Must have the ability to communicate information and ideas so others will understand.
- Must have the ability to exchange accurate information with management and other employees.
- Must have the ability to observe details including inspecting, assessing and determining details/information.
- Must have the ability to focus and read forms and instructions for long periods of time.

- Must have the ability to bend, stretch and reach for items as needed.
- Must have the ability to walk short distances.
- Lifting up to 25 pounds.

Our expectations:

- Internet outage- should you experience an internet outage or disconnection from the server that prevents you from your work duties you will need to follow the process below.
 - Inform management immediately when you lose connection via text with screenshot of outage information provided by your internet provider.
 - The expectation will be to either report to the office, discuss flex time with management, or take PTO with management approval.
- Some trainings, meetings, events and observations may be in the office or at other locations scheduled by management.
- If equipment malfunctions, it is the employee's responsibility to coordinate with management and IT. It is the employees responsibility to pick up and/or exchange equipment if required. If equipment is not available immediately, the expectation will be to either report to the office, discuss flex time with management, or take PTO with management approval.
- Equipment pick up is required
- Office supply pick up required
- Equipment exchange is required when applicable

WellFlorida Council is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, the diverse clients we represent and the communities we serve.