

## **Indiana Family Health Council**

### **JOB DESCRIPTION**

**PROJECT/PROGRAM:** Family Planning Program

**TITLE:** Clinical Program Coordinator

**FLSA:** Exempt

#### **SUMMARY**

Within the scope of Title X family planning grant, the clinical program coordinator provides nursing and medical oversight of family planning clinics in Indiana and Illinois funded by Indiana Family Health Council. The position works with the agency medical director to establish medical guidelines, standardized practices and policies and procedures for the program. Also ensures compliance with all policies and regulations during the performance of his/her work. Work is performed in conjunction with the Medical Director. Position requires a RN, PA, APN, or other health care field, with a specialty in women's health.

#### **ESSENTIAL FUNCTIONS**

1. Works in conjunction with funded agencies and serves as a representative of IFHC.
2. Requires the ability to establish and maintain effective working relationships with clients, families, coworkers, medical providers and the public.
3. Demonstrates the communication skills (both verbal and written) necessary to interact effectively with diverse populations; also requires the skills needed to communicate in a clear and effective manner.
4. Demonstrates strong work ethic and dedication to job responsibilities with excellence.
5. Demonstrates ability to prioritize duties and responsibilities appropriately and effectively.
6. Exhibits respect and fairness in all collaborative efforts.
7. Accepts and supports changes in business strategy and job functions.
8. Seeks and/or implements new, creative and different ways of project implementation.
9. Evidences willingness and desire for improvement through decisions and actions.
10. Demonstrates proficiency in basic computer skills, including electronic health records and telemedicine technology, and a basic understanding of database applications.
11. Performs all work in accordance with HIPAA regulations.
12. Monitor Sub-Grantee family planning projects and programs through timely reports, medical inventory, desktop audits, and on-site visits.
13. Act as liaison with Sub-Grantee nurse practitioners and medical staff with clinical service trends, EMR technical issues and general technical assistance.
14. Interpret quality family planning guidelines and requirements to Sub-Grantees to ensure contractual compliance.
15. Assess and evaluate, in coordination with IFHC Program Team, Sub-Grantee quality assurance and quality improvement outcome reports.
16. Acts as a resource for agency staff on new developments in the medical area relating to family planning.
17. Provides technical assistance and conducts training in the medical/nursing area.
18. Updates on an annual basis IFHC Medical Policy and Procedure Manual and Clinical Outcome Manual.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Masters Degree from an accredited university/college program.
2. Documented evidence of completion of an education.
3. Current license to practice in related healthcare field.
4. Self-directed and motivated to participate in continued learning and professional Development.
5. Must be able to travel both in state and out of state.
6. Current CPR certification required (or must obtain certification within the first three months of employment).

### **WORKING CONDITIONS**

Work is performed in an office setting.

### **JOB RELATIONS**

Clinically supervised by the Medical Director and administratively supervised CFO/COO