

### **Job Description**

**Job Family:** Palm Beach County Fetal and Infant Mortality Review (FIMR) Program

**Job Function:** Program Manager

**Job Title:** PBC-FIMR Program Manager

**Pay Range:** \$28-\$30 per hour; Commensurate with skills and experience

**Employment Status:** Part-time (approximately 27 hours per week)

#### **Project Description (Purpose and Function):**

The Florida Institute for Health Innovation is seeking a Program Manager to support the Fetal Infant Mortality Review (FIMR) Program in collaboration with the Florida Department of Health and Children's Services Council of Palm Beach County. The aim of the FIMR Program is to enhance the health and well-being of women, infants and families by improving the community resources and service delivery systems available to these families. FIMR brings together key members of the community to review individual fetal and infant mortality cases and to develop community-driven solutions and prevention strategies. The Program Manager is responsible for implementation of day to day FIMR Program activities including outreach, partnership building, and facilitation of the Community Action Group (CAG) and Case Review Team (CRT) to ensure alignment with desired results.

#### **Primary Duties and Responsibilities:**

- Monitor and review case selection and abstraction activities carried out by the FIMR Abstractor team.
- Lead activities including planning, facilitating and preparing materials for CAG and CRT meetings, and developing written minutes and action commitments resulting from meetings.
- Support CAG and CRT membership outreach, engagement and partnership building.
- Submit monthly and quarterly reports, and support the development of the FIMR annual report; a year-end summary of findings to prioritize what issues should be addressed by the CAG.
- Develop presentations and program materials to spotlight fetal and infant mortality data and trends, and to engage health and human services professionals and community members in implementing FIMR recommendations.
- Coordinate and implement community outreach initiatives and partnerships that align with fetal, infant and maternal health and bereavement support for PBC families.

#### **Knowledge, Skills, and Abilities:**

- Discretion and judgment required in order to handle sensitive situations and maintain confidentiality
- Excellent verbal and written communication skills and attention to detail
- Must be able to organize and actively participate in community meetings
- Ability to work independently, with a flexible schedule
- Computer skills (ability to use applications such as spreadsheets, database, and analytical software)
- Background or training in meeting facilitation preferred

#### **Education Requirements:**

- Bachelor's Degree and minimum three years of experience in the maternal/child health field
- Master's Degree in Public Health preferred

#### **Additional Requirements:**

- Understanding of community health care systems and resources, data analysis methods; organizational and interpersonal skills.
- Supervisory/managerial experience preferred
- Valid Driver's License

**Interested candidates should please email resume to Fay Glasgow at [FGlasgow@flhealthinnovation.org](mailto:FGlasgow@flhealthinnovation.org)**

**For more information about the Institute, please visit our website: [www.flhealthinnovation.org](http://www.flhealthinnovation.org)**