



Job Title: Project Coordinator

FLSA Status: Exempt

Prepared Date: May 2009

SUMMARY

This position is responsible for the development, planning, coordination, and implementation of quality improvement projects under the guidelines established by the funding agency. The Project Coordinator will lead and facilitate assigned project activities and meetings, interventions, and project-associated contract deliverables. The Project Coordinator assists in the planning and design of project activities and assures that activities are carried-out in a timely manner and in accordance with established protocols and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These include the following and all other duties as may be assigned. The responsibilities listed below are representative of the knowledge, skill and ability required for this position, and constitute an initial list of tasks that may be modified or expanded as necessary by the organization to maintain negotiated contractual requirements.

1. Performs all project management activities as defined by the funding agency/contract.
2. Participates as an active team member in the development, planning, coordination, and implementation of project plans.
3. Performs all aspects of project implementation, including the monitoring and reporting of project deliverables and timelines.
4. Organizes, convenes, leads and facilitates project-related meetings, including the creation of agendas and preparation of materials.
5. Coordinates project activities related to data collection.
6. Researches, develops and evaluates quality improvement interventions aimed to achieve improved outcomes.
7. Serves as a liaison and resource for the assigned project(s) for both internal and external customers.
8. Maintains positive relationships and collaborates with external partners to implement quality improvement practices using evidence-based medicine, resulting in improved patient processes and outcomes.
9. Communicates project findings and activities as appropriate to funding agency, management, collaborators and others involved.
10. Prepares and gives presentations to external audiences as directed by the project plan.
11. Incorporates a continuous quality improvement philosophy into day-to-day assignments.
12. Complies with all State and Federal regulations and/or funding agency contract and/or project requirements.
13. Assists, as requested, with the orientation and development of new associates.
14. Performs other related duties as assigned by management.
15. Travel may be required to achieve project goals.



QUALIFICATIONS (Minimum)

To perform the functions of this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- A degree in a related healthcare-related field or quality improvement discipline. A Bachelors Degree is preferred. The equivalent in relevant work experience may be considered in lieu of degree requirements.
- Minimum one to three years healthcare, quality improvement, and/or health insurance experience, preferably in the healthcare setting, or other directly related experience required
- Prior experience in healthcare preferred.
- Solid project development / management experience.

OTHER QUALIFICATIONS

- Advanced skills in project management, associated principles and tools.
- Working experience in quality improvement, associated principles and tools.
- Solid organizational and team building skills.
- Proven ability to work on several projects simultaneously and under tight schedules.
- Understanding of applied health services research.
- Intermediate computer proficiency, including, standard MS Office software applications (Word, Excel, PowerPoint, Outlook).
- Knowledge of data collection and interpretation is preferred.
- Ability to use all basic office equipment.

LANGUAGE SKILLS

- Ability to read and understand complex business documents (e.g. contract language).
- Write speeches, presentations, and articles or training materials using original and innovative techniques and styles.
- Deliver effective and persuasive speeches and presentations on controversial, unconventional or complex topics to senior management or public groups.
- Respond effectively to sensitive inquiries or requests for assistance.
- Strong written and oral communication skills.

MATHEMATICAL SKILLS

- Such as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- Knowledge of analytic techniques



REASONING ABILITY

Must define problems, collect data, establish facts and draw valid conclusions and interpret an extensive variety of technical instructions in mathematical or diagram form. Must be able to deal with several abstract and concrete variables

CERTIFICATES, LICENSES, REGISTRATIONS

- Current and active State of Florida professional license required if clinical expertise needed to perform essential functions of position.
- Possession of a valid Florida driver's license.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to use hands and fingers to handle or feel; to reach with hands and arms and to talk and hear. The associate is required to stand, walk and sit. The associate must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

DISCLAIMER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, work load, rush jobs or technological developments).