Job Description for a State Coordinator

Title: State Child Death Review Program Coordinator

Purpose: Provide administrative and project management for the (insert state) Child Death Review Program.

Duties and Responsibilities:

• Provide oversight for entire CDR Program including development, promotion and implementation.
• Coordinate project activities including analyzing project needs, developing and monitoring work plans and timelines; writing progress and evaluation reports.
• Organize, develop and maintain local child death review teams throughout the state.
• Advocate for the implementation of child death review findings and recommendations.
• Identify and review system problems related to the child health, safety and protection arena.
• Advocate for support of prevention programs.
• Assist policymakers in developing or amending laws; provide data as requested; prepare policy briefs when needed.
• Promote better communication among agencies at the state-level, between state and local levels and among the different local jurisdictions.
• Examine child death trends and issues.
• Advocate for the enhancement of the review process.
• Collect child death review case reports and child mortality data.
• Develop state child death review reports.
• Link local child death review teams with prevention resources and strategies.
• Maintain excellent working relationships with and serve as a liaison to state agencies.
• Develop and distribute technical assistance, training, resource and educational materials, planning and process guidelines, and other information to support the Child Death Review Program.
• Develop new relationships with and collaborate with community and statewide groups to enhance the Child Death Review Program.
• Promote and represent the (insert state) Child Death Review Program at local, state and national meetings and trainings.
• Oversee State Child Death Review Advisory Committees, including project communications, organization of meetings and telephone conferences, and writing and production of minutes, summaries, and reports.
• Coordinate with other state fatality review programs.

Education: Masters degree preferred, in the health or human services field, with specific training and education in child, adolescent and family health. Demonstrated knowledge base in statistics; epidemiology; community health services; and child safety, health and protection.

Experience: Three to five years minimum, and progressively more responsible, experience in the health or human services, with related program development; administration and supervision of personnel; evaluation; project development; budgeting, grant management, funding procurement and training. At least one year experience as a supervisor and one year experience as a program manager.

Important Skills and Characteristics: Excellent and demonstrated written and oral communications; strong interpersonal skills related to diverse populations in academic, public health and community settings. Excellent skills in public speaking. Ability to work productively in fast-paced environment with multiple, competing deadlines.