

**Office of Surveillance and Quality Initiatives
University of Maryland, Baltimore County
Maryland Institute of Policy Analysis and Research**

Job Description: **MCH Project Coordinator**

Required Education & Experience: Master's degree in Public Health, Social Work, or other health related field.

Preferred: Master's degree in Public Health or Social Work and two years experience in a project coordination position in Public Health; experience at health care delivery site; experience working in women's health or domestic violence;

License Requirements: Must have current valid Driver's License. Other requirements must be able to travel statewide and operate a PC or laptop (provided)

Main Function of this Position:

This maternal and child health project coordinator position has two primary responsibilities. The first is to coordinate the activities and funding of the Project Connect grant, a program to integrate intimate partner violence assessment into health care visits conducted at Maryland family planning sites. The grant will also support provision of preventive women's health services in domestic violence program sites. The second role of this position is to facilitate information transfer between the Office of the Chief Medical Examiner and local fatality review teams.

Job Specific duties:

- Provides statewide coordination of the Project Connect program. Serves as the point of contact with all family planning clinics, domestic violence shelters, and associated stakeholders.
- Provides coordination and tracking of the Project Connect budget. Recommends budget instructions, conditions of award, and criteria for awarding subgrants and contracts.
- Assures that Project Connect grant requirements and conditions are met, including performance and outcome measures. Evaluates providers' progress for meeting performance and outcome measures.
- Develop and implement a process to identify information needed by fatality review teams, scan the relevant documents, and electronically transfer the data to DHMH and the review teams.
- Implement and provide routine quality assurance for data electronically uploaded into the child fatality database. Provide training to local review teams on proper data entry of child fatality review results.

Salary Range: \$52,000-\$68,640

Employee Type: Full-time

Location: Maryland Department of Health and Mental Hygiene

201 W. Preston Street

Baltimore, MD 21201

This is a contractual full-time position funded through the University of Maryland, Baltimore County, with some benefits available. Annual salary range is \$52,000 to \$68,640, commensurate with qualifications and experience.

To apply, submit a cover letter and resume via email by July 3, 2013 to:

Lee Hurt, DrPH, MS

MCH Epidemiologist

Office of Surveillance and Quality Initiatives

Maternal and Child Health Bureau

Maryland Department of Health and Mental Hygiene

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