

Program Coordinator
Maternal and Child Health Project Coordinator

The Maryland Department of Health and Mental Hygiene, Baltimore, MD, has an immediate opening for a full-time Program Coordinator in the Maternal Child Health Bureau. This position coordinates the activities and funding of the Project Connect grant, a program to integrate intimate partner violence (IPV) assessment into health care visits conducted at Maryland family planning sites. The grant also supports provision of preventive women's health services in domestic violence program sites. Support for training, expansion and sustainability of IPV assessment will be implemented. This position also helps to coordinate and support activities of the Maryland Maternal Mortality Review (MMR) committee and two small projects addressing substance use disorder in pregnancy, including budgetary monitoring of these programs. The development and implementation of other public health projects to improve the health of women will be ongoing.

Job Specific duties:

- Provides statewide coordination of Project Connect. Serves as point of contact with 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.
- Facilitates expansion and sustainability of IPV assessment. Serve as point of contact with the University of Maryland School of Social Work on IPV trainings and symposia.
- Assists MMR program with prevention activities and special projects. Monitors MMR budget, quarterly reports and data submission. Assists with preparation of annual MMR legislative report.
- Coordinates and monitors activities of two substance use disorder projects, including: assisting with coordination of training and outreach activities; facilitating statewide expansion and promotion of the programs; monitoring budgets and required reporting.

Minimum Requirements:

Requires a Master's degree in Public Health, Social Work, or other health related field from an accredited college or university. Two years of experience in a project coordination position in maternal and child health with a focus in women's health or domestic violence are preferred. Must have current valid Driver's License and be able to travel statewide. Must have strong organizational, interpersonal, writing, communications, and computer skills.

This is a contractual full-time position funded through the University of Maryland, Baltimore County (UMBC), with some benefits available. Annual salary is commensurate with qualifications and experience.

To apply, submit, via email, a cover letter and resume by January 12, 2015 to the Maternal and Child Health Bureau at: dhmfh.mchb@maryland.gov.

Subject of email should read as follow: MCH Program Coordinator – Applicant Name

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