

## **BROWARD HEALTHY START COALITION, INC.**

### **JOB DESCRIPTION**

**POSITION:** FIMR Program Manager  
**STATUS:** Exempt Employee  
**REPORTS TO:** Senior Programs Manager

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c) 3 corporation located in Fort Lauderdale, Florida that leads a cooperative community effort to reduce infant mortality and improve the health of children, childbearing women and their families in Broward County.

The overall goal of the Fetal and Infant Mortality Review (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 families. FIMR has two components including a Case Review Team (CRT) and Community Action Group (CAG) and brings together key members of the community to examine information from individual cases of fetal and infant death to identify the factors that contributed to those deaths, determine if those factors represent system problems that require change, develop recommendations for change, and assist in the implementation of change.

#### **DUTIES**

This position is responsible for day to day implementation of the FIMR Program. The FIMR Program Manager will support other contracted FIMR staff who abstract case information, conduct parent interviews, and provide bereavement support. Other duties include developing case summaries, preparing for, scheduling, and attending all FIMR-related meetings and developing written minutes resulting from meetings. This includes conducting interviews with bereaved families and providing bereavement support, obtaining and tracking medical records, entering data into the FIMR database, and serving as program liaison to hospital and other medical records' departments. The FIMR Program Manager will work with key members of the community to determine how best to ensure that together these community leaders are able to develop recommendations and implement FIMR actions. This position is responsible for preparing for and chairing committee meetings, tracking and reporting data, developing written reports, and other documentation pertaining to the program. Position reports to the Senior Programs Manager.

#### **BASIC QUALIFICATIONS**

- Bachelor's degree in social services, public health, maternal and child health, business administration, or related field.
- A minimum of three years professional experience in the government or non-profit sector.
- Experience working with diverse communities, organizations and agencies.
- Experience leading and mobilizing committees.
- Experience in personnel supervision, management and data analysis.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Current knowledge and experience of FIMR is preferred
- Experience chairing committees
- Proficiency in Microsoft Office computer applications (Excel, Word, PowerPoint)
- Ability to represent the Coalition in the community in a professional manner
- Knowledge of local health and human service system and providers
- Excellent communication skills orally and written
- Exceptional interpersonal skills
- Ability to work independently as well as within a team
- Ability to work flexible hours
- Requires reliable transportation, valid drivers' license, good driving record and automobile insurance for travel throughout Broward County
- Adhere to HIPPA guidelines
- Requires occasional travel in Florida for training and conferences.

## **MAJOR RESPONSIBILITIES**

Maintain and adhere to a FIMR confidentiality protocol that complies with professional standards of practice with respect to confidentiality. Ensure that confidentiality is maintained throughout the FIMR process.

Assure that each nurse abstractor consultant signs a Data Use Agreement with the Florida Department of Health Bureau of Vital Statistics annually.

Work closely and coordinate efforts with the program's nurse abstractor consultants to assure all medical records are abstracted and summarized in the FIMR database and meeting documents, as required.

Coordinate and sustain a local voluntary FIMR CRT.

Maintain a roster of CRT members and assure it is updated at least annually.

Conduct 28 case reviews annually, with a minimum of seven (7) case reviews quarterly, that shall include abstraction of all available records, maternal and family interviews conducted, case summary presentation, and team review with recommendations. Case reviews shall be entered into the FIMR database.

Conduct maternal and family interviews. Refer women and families experiencing a fetal or infant loss to bereavement support and family planning services.

Record and keep minutes from CRT.

Provide community presentations on FIMR and/or FIMR related activities.

Participate in statewide FIMR calls, webinars, and trainings as they are held.

Coordinate and sustain a local voluntary FIMR CAG.

Prepare for, attend, and provide leadership and guidance to the Maternal Health, Safe Sleep, Infant Health, Black Infant Health sub-committees of CAG. Preparation includes agenda development in concert with the Chair with a focus on moving committee initiatives to action. Other relevant committees will be assigned and attended as needed.

Assure all CAG and sub-committee work is coordinated and documented in the Turn the Curve format.

Prepare for monthly CAG meetings by developing a summary of CRT meetings findings and a meeting agenda.

Maintain program related data in hard copy and electronic formats using computer-based software applications to generate documents and reports as needed.

Develop an Annual FIMR Report that highlights CRT findings and recommendations, CAG interventions, gaps in service, and other relevant information with input from the Coalition.

Plan an annual community symposium or workshop focused on FIMR findings and topics.

Perform other related work as required.

Full-time position. Compensation is commensurate with qualifications and experience. Salary range is \$40,000 to \$55,000. Includes a comprehensive benefits package with health, dental, retirement plan, and more.

**Email resume, cover letter and salary requirements to [careers@browardhsc.org](mailto:careers@browardhsc.org). Resumes will be accepted until position is filled. Broward Healthy Start Coalition, Inc. requires all new hires pass a local and national Level 2 criminal background check prior to being hired. We are an Equal Opportunity Employer. Visit us online at [www.browardhsc.org](http://www.browardhsc.org).**