Health Program Administrator, I
Fetal and Infant Morality Review and Child Fatality Review Coordinator

POSITION SUMMARY:
Responsible for coordination of the Fetal and Infant Mortality Review (FIMR) and Child Fatality Review (CFR) processes in the Bureau of Maternal and Child Health. Investigates and maintains comprehensive datasets of fetal, infant, and child death and informs leadership about new deaths. Builds network of MCH partnerships and assists with the planning, implementation, and evaluation of programs to improve maternal and child health in Baltimore City.

PRINCIPAL DUTIES/RESPONSIBILITIES:
The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.
• Coordinate multidisciplinary FIMR/CFR case review teams (CRTs) and oversee that actions are implemented
  o Prepare for and support staffing the meetings
  o Follow with fidelity program and legislative guidelines related to FIMR/CFR
  o Review and diversify as necessary the membership of the CRTs
  o Draft required reports to the State
  o Support implementation of CRT recommendations
  o Work with team to maintain rigorous review process
  o Ensure appropriate data management systems are in place for both FIMR and CFR
  o Collaborate with DHMH to join State national databases
  o Provide fiscal monitoring of program budgets
  o Supervise contractual employees
  o Prepare and present data reports
  o Increase qualitative data collection and analysis through maternal interviews
  o Identify significant trends to make programming recommendations
• Work with internal maternal and child health programs to improve monitoring, evaluation, and outcome measurements
• With MCH epidemiologist, ensure appropriate data collection system is in place
• Support the development and implementation of intervention and prevention strategies as identified through maternal and child health services’ data analysis
• Provide consultation to health care professionals, community organizations, and others on specific maternal and child health issues
• Prepare and present, orally and in writing, educational materials for community organizations on maternal and child health diseases, injuries, or other conditions
• Participate in staff meetings, quality assurance activities, and appropriate in-service.
• Participate in education opportunities related to the job
• Attend meetings and speaking at events, which engage city officials, funders, the community and the general public to inform them about infant mortality issues and to promote bureau services.
• Support new grant development
• Other duties as assigned including those required to fulfill activities in support of public health emergency operations

QUALIFICATIONS/SPECIFICATIONS:
Education: Masters degree in public health (maternal and child health, epidemiology preferred) or comparable degree
Experience: 1-2 years of program management experience

JOB REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of maternal and child health
• Knowledge of the principles and practices and public health
• Ability to apply basic epidemiologic principles and methods in analysis of health data for programming and evaluation
• Ability to evaluate and interpret data
• Demonstrated ability to work independently to complete tasks
• Demonstrated ability to coordinate with a team for joint projects
• Demonstrated experience with managing multiple ongoing projects while successfully completing work assignments
• Excellent written and oral communication skills to prepare and present reports
• Excellent skills with Microsoft Office products (including Word, Excel, ACCESS, and PowerPoint)
• Experience with maternal and child health data systems including but not limited to: vital statistics, PRAMS, BRFSS, WISQARS, and American FactFinder2

INTERVIEW REQUIREMENTS
Candidates will be asked to provide writing examples