



DATE: 2/2023

**TITLE: Program Coordinator, Quality Improvement & Education**

**HUMAN RESOURCES USE ONLY:**

**SALARY TABLE: AP**

**CLASS CODE: PN393**

**UNION: P&A Local 1979 U.A.W**

**SALARY GRADE: 12**

**EEO CODE: 30**

**JOB GROUPING:**

**FLSA: Non-Exempt**

**EMPLOYEE CLASS: PN**

**POSITION PURPOSE**

MATEC Michigan is the Michigan site of the Midwest AIDS Training + Education Center. Our mission is to increase the number of health care professionals who provide excellent quality HIV care and prevention services to our state’s underserved and vulnerable populations through provision of continuing education programming, clinical consultation, and technical assistance.

The purpose of this position is to participate and assist in the planning, implementation, evaluation, and improvement of MATEC training programs and activities. The focus of this position is to ensure training events meet rigorous continuing education requirements and implementation of continuous quality improvement efforts. This position reports to the Associate Director MATEC.

<b>Essential Job Functions</b> (Group similar job duties together).	<b>Estimate % of time Performing Job Duties</b>
<p>Maintain integrity and organization of program data to meet funder expectations. Prepare reports on funded activities and submit to funders in accordance with reporting timelines.</p> <p>Extract data from centralized applications for analysis and report preparation.</p> <p>Serve as liaison to regional data manager and provide ongoing feedback to improve regionwide data collection.</p> <p>Attend virtual and in-person program events to maintain sign-in sheet, track attendance, and collect paperwork. Provide training and guidance to office staff on system usage.</p> <p>Develop and maintain job aids and procedures manual related to data entry. Maintain programmatic contact lists.</p>	35%
<p>Support project-wide quality improvement efforts and design data collection and analysis methodologies.</p> <p>Review the data from program evaluations and format data as required for purposes of meeting continuing education requirements, providing event speakers with event feedback, identifying areas for internal quality improvement, and identification of future training opportunities.</p> <p>Develop draft process improvement plans based on evaluation feedback to review with team and participate in implementation and monitoring of process improvement plans.</p> <p>Participate in programmatic needs assessments and quality improvement initiatives.</p> <p>Keep abreast of developments in methodologies and techniques and techniques and integrate these into operational procedures.</p>	35%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

<p>Assist Associate Director and Clinician Training Specialists in completing continuing education applications for the appropriate healthcare professional discipline.</p> <p>Ensure financial disclosure forms are completed by all event faculty and work with Associate Director if mitigation of financial conflicts of interest are required to maintain the integrity of a continuing education event.</p> <p>Per continuing education provider requirements, compile evaluation summaries for each continuing education event and prepare for review by Associate Director prior to submission to Continuing Education provider.</p> <p>Assist users in creating continuing education accounts and troubleshooting problems. Produce and disseminate certificates of attendance.</p>	25%
Other duties as assigned.	5 %

**WORK CONTEXT**

*This grid characterizes the position scope.*

Job Reports to:	Associate Director
Leadership Accountability:	None
Supervisory Accountability:	None
Organizational Accountability:	None
Financial Accountability:	None
Customer Accountability:	Interfaces with customers outside the S/C/D
Freedom to Act:	Subject to general input from supervisor

**MINIMUM QUALIFICATIONS**

**Education** Bachelor's degree

**Preferred Degrees:** healthcare administration, sociology, psychology, public health, business, social sciences, healthcare, or other related field.

**Experience** Experienced (minimum 2 years of job-related experience)

Graduation from an accredited college or university or an equivalent combination of education and/or experience. **Preferred**

**Experience** - 2-5 years of experience. Experience in research administration, medical research,

**Knowledge, Skills and Abilities**

Must be knowledgeable in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Office 365, Microsoft Forms)

Experience with quality improvement (continuous quality improvement, process improvement, evidence-based practice), data analysis, and report development.

Organized and detail oriented. Data entry requires high attention to detail to ensure accuracy of user information.

Experience in a grant-funded environment a plus.

Experience in health education training programs a plus.

Requires occasional evening and weekend availability for virtual or in-person training events.

Must be comfortable in virtual, hybrid, and in-person events and able to work within various virtual meeting platforms including Microsoft Teams and Zoom.

Ability to work collaboratively with people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, abilities, and ages.

Ability to maintain confidential and sensitive information required.

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**WORKING CONDITIONS:**

Works in a normal office environment

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