

**Michigan Public Health Institute
Position Description**

Title: Pediatric Epilepsy and Telemedicine Grant Project Coordinator

Employee Name: TBD

Supervisor: Lonnie Barnett

Purpose: This position is responsible for overall management and administration of the Health Resources and Services Administration (HRSA) Epilepsy project. The project is funded through a HRSA State Implementation Grant for Integrated Community Systems for Children and Youth with Special Health Care Needs. The goal of the project is to develop a network of providers who collaborate and participate in patient care through a viable telehealth system. Responsibilities of the position include, but are not limited to, the following: grant coordination; grant evaluation; financial and project reporting; communication among partners; and training and technical assistance.

Duties and Responsibilities:

1. Develop and revise project objectives and activities in cooperation with grant partners.
2. Monitor implementation of project work plan and amend work plan and budget as needed.
3. Provide outreach and communications to medical providers and support staff regarding the benefits and use of telehealth
4. Provide training, technical assistance, and support for telemedicine sites
5. Develop and monitor project operating budget
6. Initiate and monitor sub-contracts/contractors
7. Lead a project team which consists of subcontractors, committees, a parent consultant, a telemedicine consultant, and other partners
8. Work with the CSHCS division director and leadership team to comprehensively lead the project
9. Prepare and submit all required HRSA grant reports
10. Advance professional health education among grant partners
11. Complete required travel for site development or other meetings
12. Include identified Federally Qualified Health Centers, Rural Health Clinics, and Critical Access Hospitals in the expansion of telehealth locations in Michigan
13. Develop social networking methods specifically for the expansion of telehealth understanding and usage
14. Work collaboratively with web consultant and create a telehealth website that includes physician resources and locations of facilities

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15. Ensure that all data elements and other reporting requirements are being collected and that evaluation measures are being completed
16. Oversee ordering of telemedicine equipment for sites
17. Develop a business plan for project sustainability
18. Coordinate, promote, and provide educational programming in cooperation with partners
19. Identify and educate potential project partners

Qualifications/Requirements:

Education: Possession of a Bachelor's degree required; Master's degree in health-related field or management preferred.

Experience: A minimum of four years of related and progressively more responsible work experience in project coordination, project management, and program development. Experience working with programs as related to planning and implementation of initiatives. Experience with program evaluation, including data collection, review, and analysis. Experience working with a variety of stakeholders, including physicians, staff, families, community organizations, and multidisciplinary teams.

Important Skills and Characteristics: Ability to communicate effectively. Ability to meet deadlines and prioritize work. Ability to work independently and work collaboratively as a team member.

Work Environment and Physical Requirements: Job may require moderate physical effort including lifting materials and equipment of <50# and involves viewing a CRT or VDT screen 25% to 75% of the time. Standard office environment. Valid vehicle operator's license required for in-state travel to medical sites and meetings.

RESPONSIBILITY FOR THE WORK OF OTHERS:

Lead Worker: Lead workers act as project leaders predominantly and/or coordinate the work activities of others.

IMPACT ON PROJECTS, SERVICES AND OPERATIONS

This position leads the development and expansion of pediatric telemedicine as a vehicle to enhance access to advanced pediatric specialty care for children with complex medical conditions. This position also plays a key role in efforts to support youth transition to adulthood and to support the expansion of medical homes.

REQUIRED COMMUNICATION

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Contact Person/Group	Frequency	Purpose
1. Lonnie Barnett	daily	Direction, collaboration
2. Dr. Suchetta Joshi	weekly	Project consultation
3. Sarah Clark	weekly	Project consultation
4. Candi Bush	weekly	Project consultation
5. Karla McCandless	weekly	Project consultation
6. Dr. Jane Turner	weekly	Project consultation

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature _____ Date _____
Employee Signature

Signature _____ Date _____
Supervisor or Program Director