

## **PROGRAM COORDINATOR**

**JOB TITLE:** Program Coordinator

**GRADE:** 17

**JOB CODE:** 1502

**DATE:** 4/1/96

**REVISED:** 01'/02'

**GENERAL FUNCTION:** Under the direction of the Director of the local health department or other appropriate supervisor, is responsible for coordinating and guiding staff in the effective provision of services in one or more program and support areas such as WIC, Well Child, EPSDT, Car Restraint, Family Planning, and Medical Support. The position serves as a linkage between the state and local health department(s) in monitoring program standards related to the provision of the services.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Make site visits to health department(s) to review medical records and reports to ensure that forms are contained and appropriately filled out; conduct management evaluation of the program and reviews policies and procedures, case loads; review program plans; observe service delivery and case loads to determine compliance with program standards.

Evaluate and monitor patient services to ensure accurate entering of provider codes (CPT 5 and ICD 9). Monitor billings, insurance and other third party payers. Account balances and accounts receivable operations.

Provide and arrange for training, new employee orientation, and technical assistance to appropriate staff of the department(s) regarding program standards, policies and procedures.

Prepare monthly, quarterly, and other reports to comply with state and local reporting requirements that detail program monitoring and site evaluation activities.

Prepare annual program plan for respective program(s) in accordance with guidelines issued by the Department for Health Services.

Requests and collects program data for program evaluation from local/state sources, edits and analyzes data, and writes program status reports for department director or other agency staff at local and state level.

Maintains knowledge of specific program requirements through attending training meetings, review of current, new and proposed regulations and/or policies and prepares corrections or changes as appropriate for dissemination to staff.

Responds to inquiries from the general public, makes presentations to civic organizations and other groups as appropriate to promote specific programs and answer questions.

**JOB TITLE:** Program Coordinator (Continued)

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**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** Involves supervision as a working supervisor or lead person.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:** Considerable knowledge of the practices, systems, policies and operation of the department. Ability to carry out, with minimal supervision, continuing assignments requiring the organization of material, the preparation of reports and the making of decisions. Ability to establish and maintain effective working relationships with governmental officials, employees, and the general public.

**Minimum Education, Training, and Experience Requirements:** Bachelors degree from a college or university. One year of experience in human service in administrative or programmatic responsibilities,

OR

the equivalent of five (5) years of education and/or experience that would demonstrate job knowledge and abilities; one (1) year of the experience must have been in human services.

**(Note:** Experience for EMS program coordinator must be directly related to EMS planning, administration or management. EMT certification or Paramedic required)

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**