



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 212

SICKLE CELL PROGRAM COORDINATOR

Reports to Chief Executive Officer

GENERAL FUNCTION:

Responsible for the overall organization, implementation and administration of an 11 county regional program which delivers and coordinates counseling, testing/screening, education, service coordination and newborn screen services to persons/families affected by or at-risk for hemoglobin disorders.

DUTIES:

- Administer internal operations of the program in accordance with Ohio Department of Health (ODH) and NHA policies and assume responsibility for program development and implementation.
- Maintain contact with local, state and federal agencies and organization concerns with the sickle cell phenomena and newborn screen. Act as liaison for the purpose of coordinating and networking with all community agencies and regional caregivers concerned with the delivery of sickle cell and related services.
- Plan and oversee strategies to increase patient referrals and access to comprehensive sickle cell services within Region III.
- Recruit and select members for regional Advisory Council and ad-hoc interest groups. Conduct meetings.
- Plan and deliver educational programming, counseling services, outreach and service coordination activities. Record all pertinent information on services delivered for reporting and quality assurance purposes.
- Prepare, write and submit various reports and grant applications to ODH and other funding resources.
- Administrate ODH sickle cell grant funds
- Assist in preparation of state and other programs budgets with NHA Grants Management Dept
- Review professional literature and attend professional meetings to keep abreast of advances in the area of hemoglobinopathies, program management and supervision.
- Serve as a consultant to regional community regarding hemoglobin disorders and newborn screening

- Develop and implement quality assurance mechanisms and evaluation plan to ensure project accountability and effectiveness
- Participate as a member of ODH sponsored meetings and other relevant committees
- Keep Manager, Special Projects and CEO apprised of activities in the fiscal, education, testing/screening, counseling, service coordination and newborn screening components of the project.

QUALIFICATIONS:

- Bachelor Degree in Health Education, Social Work or related field
- 2 Years experience in a health care setting; prior sickle cell education is preferred
- Hemoglobinopathy training and certification is required prior to or within one year of employment through an approved Hemoglobinopathy Training Program
- Valid Driver's License and proof of automobile insurance coverage
- Must be able to provide own transportation due to extensive travel within region and state
- Must be able to travel and work flexible hours
- Must possess general understanding of program design, development and fiscal management
- Must be able to work closely with diverse populations (various racial/ethnic, socioeconomic and educational backgrounds)
- Capable of functioning independently/self motivated
- Demonstrated proficiency in oral and written communication skills including presentation skills for small and large groups.
- Must possess Computer experience/skill with Windows, Microsoft Office products and Print Shop software; Internet and email programs.