

Job Description for a Local Team Coordinator

Title: Local Child Death Review Team Coordinator

Purpose: To coordinate the (insert team name) child death review team; work with community leaders to maintain and enhance the review team, develop partnerships with child health and safety organizations; and implement CDR team recommendations in order to prevent child mortality and morbidity.

Duties and Responsibilities:

- Obtain and update mortality and morbidity data.
- Develop and implement a child death notification system so that the CDR team is aware of all deaths that occur in its jurisdiction or of residents of the jurisdiction that die elsewhere.
- Develop and maintain relationships with core member agencies of the CDR team; ensure that the team membership is adequate to effectively review cases.
- Schedule and plan all child death review team meetings including securing meeting site and sending meeting notices to team members.
- Collect case information and create written summaries for team meetings.
- Recruit and orient new team members to the process.
- Develop and maintain CDR team member confidentiality statements.
- Arrange for the chairing of/or chair all team meetings.
- Facilitate resolution of interagency disputes related to the child death review process.
- Ensure that the CDR team operates according to protocols as defined by the team and/or law.
- Assist the (insert team name) child death review team with a comprehensive approach to addressing child health and welfare issues, recognizing the inter-relatedness of multiple risk factors in prevention planning.
- Promote CDR team success in following through with recommendations and prevention initiatives and activities.
- Facilitate contacts with the media providing them information on causes of child deaths, including risk and protective factors.
- Complete and submit case reports to the state child death review office as appropriate and maintain a log of cases reviewed.
- Serve as a liaison to the state child death review office and other agencies as needed.
- Provide training and education for the (insert team name) child death review team, including orientation training for new teams and advanced training in specific issues relating to child health and safety for established teams.
- Prepare presentations and written materials as needed, including CDR program histories and descriptions, process tools for the team and annual reports that contain at a minimum review team findings.
- Meet with and give presentations to all groups interested in the CDR process and/or CDR findings relating to specific causes of death.

Education: Possession of a Bachelor's degree in relevant discipline is required.

Experience: Three to five years experience in the human service field.

Important Skills and Characteristics: Good knowledge of community health program development, and human service systems involved in child and adolescent health. Working knowledge of public health principles related to community health services. Demonstrated ability to work at the community level with diverse groups of people, with ability to build consensus across organizational lines. Excellent communication, written and organizational skills. Demonstrated ability to be self-motivated, a team player and work independently.