

# Job Description for a State Coordinator

**Title:** State Child Death Review Program Coordinator

**Purpose:** Provide administrative and project management for the (insert state) Child Death Review Program.

## **Duties and Responsibilities:**

- Provide oversight for entire CDR Program including development, promotion and implementation.
- Coordinate project activities including analyzing project needs, developing and monitoring work plans and timelines; writing progress and evaluation reports.
- Organize, develop and maintain local child death review teams throughout the state.
- Advocate for the implementation of child death review findings and recommendations.
- Identify and review system problems related to the child health, safety and protection arena.
- Advocate for support of prevention programs.
- Assist policymakers in developing or amending laws; provide data as requested; prepare policy briefs when needed.
- Promote better communication among agencies at the state-level, between state and local levels and among the different local jurisdictions.
- Examine child death trends and issues.
- Advocate for the enhancement of the review process.
- Collect child death review case reports and child mortality data.
- Develop state child death review reports.
- Link local child death review teams with prevention resources and strategies.
- Maintain excellent working relationships with and serve as a liaison to state agencies.
- Develop and distribute technical assistance, training, resource and educational materials, planning and process guidelines, and other information to support the Child Death Review Program.
- Develop new relationships with and collaborate with community and statewide groups to enhance the Child Death Review Program.
- Promote and represent the (insert state) Child Death Review Program at local, state and national meetings and trainings.
- Oversee State Child Death Review Advisory Committees, including project communications, organization of meetings and telephone conferences, and writing and production of minutes, summaries, and reports.
- Coordinate with other state fatality review programs.

**Education:** Masters degree preferred, in the health or human services field, with specific training and education in child, adolescent and family health. Demonstrated knowledge base in statistics; epidemiology; community health services; and child safety, health and protection.

**Experience:** Three to five years minimum, and progressively more responsible, experience in the health or human services, with related program development; administration and supervision of personnel; evaluation; project development; budgeting, grant management, funding procurement and training. At least one year experience as a supervisor and one year experience as a program manager.

**Important Skills and Characteristics:** Excellent and demonstrated written and oral communications; strong interpersonal skills related to diverse populations in academic, public health and community settings. Excellent skills in public speaking. Ability to work productively in fast-paced environment with multiple, competing deadlines.