

Example Job Description

Project Director



Job Summary

The Project Director is the leader of and primary spokesperson for the Talk With Me Baby (TWMB) initiative across Grady Health System. This role includes assuring the effectiveness and ongoing improvement of TWMB throughout the hospital. The Project Director also serves to promote the role of Grady as the flagship TWMB hospital through collaborative work with educational, governmental and community organizations; and professional presentations, publications, and grant writing. The position will have overall operational, management and quality responsibility for TWMB at Grady and will assist with implementations in other hospital/medical settings through the support of external funding. The Project Director will work collaboratively with all persons directly and indirectly involved in the TWMB implementation at Grady and report to the Vice President, Women and Infant Services, Grady Health System. The Project Director will manage the activities of all members of the TWMB team based at Grady Hospital. In addition, the Project Director will work closely with stakeholders from across the city/region to support and promote the TWMB initiative.

Job Responsibilities

Responsible for overall quality and management of project

Coordinate project activities with staff at Grady Hospital

Confer with project staff to provide technical advice and support to resolve issues/problems

Prepare and review project reports for presentation to the Executive Committee

Review status reports prepared by project staff and modify schedules or plans as required

Outline work plan to assign duties, responsibilities and scope of authority

Responsible for the supervision of all consultants and all planning administrative staff assigned to the project to ensure it is on schedule and within budget

Establish work plan and staffing of each phase of the project and arrange for assignment of project personnel

Oversee budget, ensure financial accountability. Write and submit reports related to the project

Research additional grant funding resources and work with Grady Foundation to develop applicable applications for funding

Coordinate with the team of consultants on public outreach, public presentations of the work and any media development

Plan, direct, coordinate and lead activities of the TWMB initiative to ensure goals, objectives and all elements of the project are accomplished within the prescribed time frame and funding parameters.

Education

Required: Masters in related health field

Preferred: PhD in related health field

Skills/Certs/Licenses

Required: Clinical Degree

Preferred: PMP

Created through partnership between the Rollins Center for Language & Literacy at the Atlanta Speech School and the Division of Women & Infant Health Services at Grady Healthcare, Atlanta, Georgia.



For more information, visit www.coxcampus.org or contact us at twmb@coxcampus.org

Example Job Description

Nurse Navigator



Job Summary

The Talk with me Baby Nurse Navigator, reports to Project Manager, is responsible for the ongoing implementation and contributing to the continuous improvement of the initiative throughout Women and Infant Health Services in the Grady Health System.

Job Responsibilities

Maintains a professional and patient-centered demeanor.

Documents patient/family interactions in hospital patient records systems accurately and timely.

Collects, enters and reports data concerning program implementation and outcomes.

Offers non-judgmental, evidence and/or experienced-based advice based on the development and implementation of the program, protocols and resources.

Participates actively in program development and continuous quality improvement.

Works collaboratively and proactively with internal and external team members.

Encourages and motivates engagement of all team members in the ecosystem and appropriate use of Talk With Me Baby resources.

Models effective patient/family education and coaching to enhance their skills in supporting their child's early language development.

Performs other duties as assigned.

Promotes Talk with Me Baby (TWMB) throughout the organization.

Functions independently and demonstrates leadership in decision-making, communication, and problem-solving techniques to resolve patient/family and staff questions/concerns.

Conducts staff training and coaching using adult learning principles in groups and one on one.

Education

Required: Current BSN from an accredited school of nursing required

Skills/Certs/Licenses

Required: RN Licensed in Georgia Current Basic Life Support

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Example Job Description

Data Analyst



Job Summary

The Database Analyst will assist the Project Director and Interprofessional Collaborative Practice (ICP) Program Coordinator in developing systematic and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators. Responsible for designing and implementing; data management, data analysis and results-oriented programming for monitoring and evaluating program using methods and principles of report writing techniques as required ensuring compliance.

Job Responsibilities

Coordinates information request and documentation of best practices for internal and external sharing.

Acts as a focal person for communication.

Provides resource and necessary support for program inputs and outputs.

Develops and maintains effective information database on projects.

Facilitates documentation and reporting of assessments, program data, lessons learned and best practices for internal and external sharing.

Coordinates compilation and dissemination of Annual and Quarterly Reports of the programs

Develops and maintains program and operational reporting templates that facilitate the acquisition and aggregation of information in programs.

Monitors and evaluates exercises for various initiatives.

Gathers and analyzes data on inquiries, applications, program candidates, program participants, and scheduling of courses. Gathers data on residents and generates reports.

Leads, monitors and evaluates the team and works collaboratively with all program partners and staff.

Reports compliance on performance management within guidelines of HRSA (Health and Human Resource Service Administration) Grant

Develops, coordinates, maintains, and implements baseline surveys.

Education

Required: Bachelor's Degree in Healthcare, Business, with specialty in Education and/or Informatics Required

Preferred: Master's Degree in Healthcare, Business, with specialty in Education and/or Informatics strongly preferred

Skills/Certs/Licenses

Required: BLS Instructor, Communication and analytical skills. Computer skills especially statistical analysis using SPSS, MS-Access, STATA, and or Excel strongly preferred

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