EOE Statement

Washington University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status.

Job Type/Schedule

This position is full-time and works approximately 37.5 hours per week. This is a 3 year time-limited position.

Department Name/Job Location

This position is in the Institute for Public Health. This position is for the Danforth Campus.

Essential Functions

POSITION SUMMARY:

The Project Coordinator will be the primary point person responsible for activities of a highly visible project with specified deliverables. The position requires strong familiarity/knowledge of evidence-based therapeutic interventions and clinical process. The coordinator will manage and facilitate all aspects of cross-site coordination between four urban hospital sites including project planning, implementation, coordination and tracking. The position will assure project milestones and deliverables, and drive project activities. Tasks involved include training of case managers, coordination of internal and external communication, data collection, assembly, and evaluation among the partner sites. With a strong familiarity of community resources in St. Louis, the coordinator will engage with partner sites and staff to help keep them up-to-date on resources available and will also continually identify new resources available.

Brief Project Description

Hospitals are well positioned to interrupt the cycle of violence by intervening at a uniquely teachable moment when individuals have survived a violent injury. The project is a collaboration between four emergency centers in the St. Louis region that provide the majority of violent injury related care and three universities. It promotes positive alternatives among individuals injured by violence in order to reduce retaliation, criminal involvement, re-injury, and death. Case managers engage with victims of violence to develop plans that focus on client needs through evidence-based interventions to reduce likelihood of re-injury. The project coordinator position will be housed at the Institute for Public Health at Washington University in St. Louis and report directly to the Institute’s Associate Director. The position will also work closely with the Institute’s Public Health Data and Training Center and its Center for Community Health Partnership and Research.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Implementation, Coordination and Supervision

   - Facilitate all aspects related to cross-site coordination for the project.
   - Under general supervision, execute the project according to timelines, budget and within the required level of quality.
   - Implement training activities and a training schedule for case managers.
   - Maintain detailed work plans that identify and sequence the activities needed to successfully complete the project.
   - Monitor and review the progress of the project and make adjustments as necessary to ensure successful completion.
   - Identify and engage potential community partners and resources.
   - As agreed with project partners, convene and organize meetings with case managers and steering committees.
   - Foster strong working relationships and contacts across partner sites. Serve as an ongoing resource for technical assistance to partner sites.
   - Provide qualified supervision of 1-2 program case managers.

2. Data Collection and Evaluation

   - Assist in the development of forms to document interventions and interactions with clients.
   - Working closely with the Data Center, assist in the coordination of cross-site data sharing, collection, and transfers.
   - Working closely with the Data Center, help align project needs with Data Center capacity.
   - Set up and create files to ensure that all project information is appropriately documented.
   - Assist in evaluating the outcomes of the project as established during the planning phase.

3. Finance and Development

   - In coordination with direct supervisor:
     - Assist in determining the resources (time, money, equipment, etc.) required to complete the project.
• Track project expenditures maintaining appropriate documentation needed for audit and compliance purposes.
• Assist with monitoring project cash flow and projections.
• Draft reports and maintain supporting documentation for funders.
• Work closely with program leadership to search for external supplemental funding opportunities.
• Contribute to efforts to obtain new funding such as pulling program data for reports, drafting summary text, searching for funding opportunities in available databases.

4. Communication

• Coordinate interactions between academic/university partners.
• Establish a communication schedule to update stakeholders on the progress of the project including appropriate staff in partner organizations.
• Draft reports on the project for management and other stakeholders.
• Draft informational content to support the project; sometimes, but not always, in conjunction with public relations and communication staff.
• Actively communicate with the case managers and their supervisors.
• Create monthly newsletter to communicate updates to stakeholders including steering, executive, data, and evaluation committees.

5. Perform other duties as assigned

Required Qualifications

• Master’s degree in social work with at least 3 years of relevant work experience.

Preferred Qualifications

• Master’s degree in social work or counseling with at least 5 years of relevant work experience.
• An active Clinical Social Work License (i.e. LCSW) in Missouri.
• Knowledge of clinical processes, coordination, project planning, and evaluation.
• Ability to effectively communicate and collaborate across multiple business units and with varying levels of management.
• Mastery of basic computer software such as Microsoft Word, Spreadsheets, PowerPoint, Project, E-mail and Internet. Proficiency in simple accounting.
• Ability to work independently under overarching guidance.
• A self-starter with the ability to move from concepts to action for projects and events. This includes determining/refining strategies to move the project forward, setting goals, creating and implementing actions plans, and evaluating the process and results.
• Excellent organizational and time management skills. This includes the ability to prioritize tasks, develop a work schedule, monitor progress, and track details, data, information and activities.
• Ability to work collaboratively, diplomatically, and professionally across multiple business units and with multiple levels of leadership.
• Problem solving skills. This includes the ability to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
• Effective communication skills: This includes the ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
• Experience with developing and using spreadsheets and databases to track a variety of data.
• Ability to recognize and pro-actively raise potential issues with managers and stakeholders, and suggest and implement solutions as needed.

Applicant Special Instructions

Primary work space will be at the Institute for Public Health Taylor Avenue Building on the medical campus. On occasions, will visit the Institute for Public Health Seigle Suite located in Hillman Hall on the Danforth campus. The project coordinator must have a reliable car as a primary mode of transportation, valid driver’s license and insurance.

Salary Range

The hiring range for this position is commensurate with experience.

Pre-Employment Screening

Offers made for this position are contingent upon the successful completion of all required pre-employment screens, including a criminal background check, hair sample drug screen, and verification of required professional licenses, registrations, or certifications.

Benefits

- Retirement Savings Plan
- 22 vacation days
- 8 Paid Holidays
- Sick Time
- Tuition benefits for employee, spouse and dependent children
- Free Metro Link/ Bus pass
- Free Life Insurance
- Health, Dental, Vision
- Health Savings Accounts (HSA)
- Long Term Disability Insurance
- Flex Spending Plan
- Other Benefits

Human Resources website (hr.wustl.edu)