



Colorado Rural Health Center

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JOB DESCRIPTION

Position: Program Coordinator

Start Date: July 2008

Reports to: Hospital and Clinic Program Director

General Description of Employer

The Colorado Rural Health Center (CRHC) is a not-for-profit organization addressing rural healthcare issues for the state of Colorado.

General Responsibilities

The Program Coordinator will manage various programs and projects to address issues to meet the needs of hospitals in rural areas of Colorado. This includes the Critical Access Hospital Program, Small Hospital Improvement Program, Peer Review Service, and other related activities.

Skills and Requirements

- Excellent organizational skills - coordinating multiple tasks, events, and project timelines
- Experience with various health facilities
- Experience in project or program management and employee supervision
- Excellent writing skills for correspondence, summary and progress reports, editing
- An open communication style, good interpersonal skills, and sense of humor
- Ability to conduct research and compile data
- Computer skills: Microsoft Office (Word, Excel, PowerPoint, Publisher), and Outlook
- An interest in working with rural communities and healthcare facilities

Specific Duties

Process Grants: Responsible for coordinating several grant programs. Activities include outreach and promotion of grant opportunities, processing grant applications, facilitating correspondence, tracking, and payments.

Program Implementation: Coordinates all aspects of the Critical Access Hospital Peer Review Service, Swing Bed Training Program, Quality Improvement Network, and other activities related to hospital services.

Research and Produce Documents: Conducts research by making phone calls, conducting internet searches, and reviewing documents, and will produce reports, articles and fact sheets.

Program Response: Responsible for screening correspondence (phone calls, email and US mail) and handling requests for information and answering questions about various programs. Requests will be addressed in writing, by phone, and email.

Program Development: Assists with the refinement of existing programs, and the development of new programs, particularly those involving services for rural hospitals.

Marketing, Outreach, and Communication: Develops materials such as brochures, fact sheets, tool kits, marketing flyers and educational handouts. Responsibilities will include providing communication to healthcare providers and professionals, facility administrators, and other rural community members on an ongoing basis regarding funding opportunities, regulation and policy, program information, and resources.

Events: Organize and oversee workshops, conferences, site visits and other events in the Denver area and statewide. Responsibilities include locating and organizing meeting space, setting up meetings, working with caterers, and corresponding with participants and speakers. Travel is required.

General Expectations

All CRHC staff are expected to:

- Be well organized in their responsibilities and work area.
- Participate actively in staff meetings offering input, opinions and assistance.
- Be honest and fair in their reporting of working hours, level of effort, status of projects, etc.
- Contribute to a positive, dynamic, and effective working environment.

Preferred Education/Experience

- Related Master's degree and three years of experience, or
- Bachelor's Degree and at least six years of related experience

Hours

Fulltime

40 hours per week

Starting Salary

Commensurate with experience

Benefits

Standard CRHC benefits package will be included.

Application

To apply, please fax/email resume with cover letter (resumes without a cover letter will not be considered) to:

Fax: 303-832-7496

Email: ls@coruralhealth.org