



CITY OF BALTIMORE
Bureau of Maternal and Child Health
Grant Service Specialist
Electronic Maternal Referral Form Program Coordinator
(One-year Grant Funded)
Salary: \$58,300 - \$93,500 Annually

OPENING DATE: 4/11/2017

CLOSING DATE: 4/24/2017

The Baltimore City Health Department is currently seeking an organized individual who is reliable and able to commit to a 40 hour work week serving as the Program Coordinator that will develop an electronic referral form for the Bureau of Maternal and Child Health. This is a one year, grant funded position.

The Program Coordinator will be responsible for coordinating and overseeing the development of an electronic version of the Maryland Prenatal Risk Assessment (PRA). This position will work closely with team members from the Bureau of Maternal and Child Health, the Chief Information Officer, medical providers in local clinic(s), the Department of Health and Mental Hygiene, as well as other external partners to develop, coordinate, and manage this pilot program. Ideally, the candidate will have an interest in health information technology. The candidate will work to coordinate multiple work streams, including making sure the information shared as part of the PRA is electronically sent from providers and successfully received and integrated at the Health Department.

Some of the duties assigned to this position include:

- Coordinates weekly meetings with project team
- Serves as the main point of contact for the electronic maternal referral form pilot program
- Works collaboratively with Partners to build and develop an electronic version of the form
- Understands the referral process of the Prenatal Risk Assessment (PRA) form
- Capable of learning how health information is transferred from an electronic medical record to the health information Exchange
- Develops and implements a survey regarding to inquire about electronic medical records (EMR) use in clinics
- Tracks budget and expenses
- Prepares and oversees contract forms for subcontractors
- With support, prepares reports for funders and other stakeholders
- Assists in preparation of final presentation to stakeholders
- Organizes event(s) for stakeholders to share results
- Assists with program planning for future interventions
- Works with multiple technology vendors to deploy electronic version of the PRA form
- Documents technical requirements
- Manages key technology vendor relationships
- Coordinates technology meetings to guide systems development
- Participates in evaluation and selection of technologies to support technical integration of EMR systems
- Performs other duties as assigned

Required Knowledge, Skills and Abilities:

- Ability to communicate effectively orally and in writing
- Knowledge or familiarity with workflow in clinics, particularly prenatal clinics
- Excellent written and verbal communications

Minimum Education and Experience Requirements

- A Bachelor's degree from an accredited college or university.

Recommended: Experience with Health IT or systems integration

Equivalencies: Equivalent combination of education and experience

Licenses, Registrations and Certificates: Not applicable

The salary range for this position is \$58,300 - \$93,500. Benefit package includes: Health, Dental, Paid Holidays and Paid Leave.

Note: Those eligible candidates who are under final consideration for appointment to this position will be required to authorize the release of criminal conviction information and submit to drug and alcohol testing.

Interested candidates should submit a resume and cover letter by April 24, 2017 to:

Name: Shelly Choo
Title: Senior Medical Advisor
Bureau/Program: Maternal and Child Health
Street Address: 1001 East Fayette St.
City, State, Zip Code: Baltimore, MD 21202
Email Address: Shelly.Choo@baltimorecity.gov

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