



**Job Title:** FIMR Coordinator

**Department:** Healthy Start

**Location:** Must be physically located in the service area (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Hernando, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, or Union counties), have the ability to work remotely, and attend in-person meetings as required

**Employment Type:** Full-time

**Salary:** \$38,000 to \$42,000; plus benefits

**Posting closes:** October 31, 2022

**Apply at:** <https://tinyurl.com/WF1043>

### Summary

This position will be responsible for assisting with the coordination of Fetal Infant Mortality Review (FIMR). FIMR brings together key members of the community to review individual fetal and infant mortality cases to develop and implement strategies to enhance the health and well-being of women, infants, and families by improving the community resources and service delivery systems. FIMR brings together key members of the community to review individual fetal and infant mortality cases then develops and executes strategies to mitigate the circumstances that contributed to the fetal/infant death. This position will be responsible for recruitment and coordination of the Case Review Team (CRT) and Community Action Group (CAG) and the facilitation of CRT and CAG meetings.

**Essential Duties and Responsibilities** include the following and other duties as assigned:

- Plan, coordinate, and facilitate FIMR staff meetings
- Assist with selecting fetal and infant mortality cases for review utilizing the FIMR case selection methodology
- Assist with non-medical case information abstractions
- Recruit and maintain membership for Case Review Teams (CRT) and Community Action Groups (CAG) and ensure that membership is representative of the region and meets the requirements outlined by funding agencies
- Plan, coordinate, and facilitate all CRT meetings and CAG meetings
- Enter data and recommendations into the National Fatality Review-Case Reporting System (NFR-CRS) within prescribed timeframes
- Assist the Community Action Group in the development of the annual Action Plan and report on progress of implementation
- Compile and disseminate CRT and CAG meeting materials
- Assist with establishing and maintaining a case tracking process
- Assess data for social, economic, cultural, and/or safety factors; health disparities, institutionalized racism, and/or other social determinants of health that contributed to the health outcomes of the family
- Assist in analyzing patterns and trends in the FIMR data
- Research and identify evidence-based strategies and initiatives that improve outcomes in identified priority areas

- Analyze collected FIMR data and develop example recommendations for the Case Review Teams regarding appropriate and necessary community-based resources, interventions, systems and/or policy changes and recommendations to reduce the number of fetal and infant deaths
- Present final Case Review Teams' recommendations to the Community Action Groups
- Create and conduct written and oral presentations on the FIMR process and outcomes
- Assist in developing and implementing the Coalitions' strategic plans based on FIMR findings and CRT & CAG recommendations
- Stay current with literature relevant to maternal and infant health and factors that contribute to fetal/infant deaths, such as but not limited to racial disparities, prematurity, low birth weight, maternal infections, perinatal mental health, birth spacing, social determinants of health, SUIDS, substance exposure, trauma informed care, protective factors, Life Course Perspective, and strategies for evidence-based interventions
- Attend FIMR technical assistance calls and meetings
- Participate in FIMR and relevant maternal and infant health trainings
- Participate in all FIMR and Coalition staff meetings
- Maintain and submit Data Use Agreements with the Florida Department of Health
- Present updates and findings to Healthy Start Coalition board meetings
- Be available for evening and weekend activities as needed to accommodate families, CRT, and CAG members
- Perform other duties as assigned

### **Education and/or Experience**

Master's degree or equivalent; or bachelor's degree plus two years related experience and/or training; or equivalent combination of education and experience. Obstetric, neonatal, and/or pediatric health-related experience preferred. Experience with community mobilization, coalition building, public health, epidemiology, health policy, community-based interventions, and/or service delivery systems development preferred.