



Job Description

Job Title: FIMR Coordinator

Department: MCH

Location: This is a hybrid (virtual/in-person as needed) position. Applicant must have the ability to work remotely and have access to consistent, high-quality internet (internet speed test will be conducted prior to employment). Applicant must also be available to physically attend in-person meetings as needed. In-person meetings may take place anywhere within the 16-county service area (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Hernando, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, or Union counties).

Employment Type: Full-Time

Salary: \$42,000-\$45,000 annually, plus benefits

Posting Closes: July 28, 2023

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

General Description

This position will be responsible for assisting with the coordination of Fetal Infant Mortality Review (FIMR). FIMR develops 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.

Knowledge, Skills and Abilities:

- Ability to work under pressure to complete multiple tasks, meet demands and deadlines with a positive, constructive attitude
- Ability to handle sensitive and confidential matters and respond as required
- Adept with information communications technology commonly used in office applications, with advanced knowledge of Microsoft Office products
- Excellent communication skills, including phone communication
- Excellent computer skills
- Attention to detail

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

- Obtain and maintain fetal and infant mortality records while maintaining high level of confidentiality and accuracy
- Conduct thorough collection and review of all records necessary for nurses to conduct the medical abstraction including but not limited to: prenatal records, hospital (triage, labor and delivery, post-partum/mother baby, NICU) records, pediatric records, medical examiner reports, autopsy records, social services records, etc.
- Initiate and maintain the internal case tracking process

- Conduct outreach to parents who have experienced a fetal or infant loss and conduct interview with families to provide social context to the circumstances surrounding the loss
- Conduct non-medical case information abstractions
- Compile summary of social factors related to each case and present information to the Case Review Teams (CRT)
- Assist with recruiting and maintaining 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
- Schedule, coordinate, staff, and maintain records for all CRT meetings and CAG meetings
- Compile and disseminate CRT and CAG meeting materials
- 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
- Accurately complete and submit required time-sensitive monthly and quarterly reports for funders
- Plan, coordinate, and facilitate FIMR staff meetings
- Assist in assessing 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
- Assist the Case Review Team in analyzing collected FIMR data and developing recommendations regarding appropriate and necessary community-based resources, interventions, systems and/or policy changes and recommendations to reduce the number of fetal and infant deaths
- 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 at Healthy Start Coalition board meetings
- Conduct evening and weekend interviews to accommodate families' schedules when needed
- Perform other duties as assigned

Education and/or Experience

Master's degree or equivalent; or bachelor's degree plus two years related experience; or equivalent combination of education and experience. Maternal, 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.