

UW HEALTH JOB DESCRIPTION

Program Coordinator, Child Protection Program

Job Code: 420049	FLSA Status: Exempt	Mgt. Approval: N. Stafford	Date: September 2021
Department : Pediatric ACS Trauma Program		HR Approval: K. Fleming	Date: September 2021

JOB SUMMARY

The Program Coordinator, Child Protection Program is responsible for designing and managing the implementation, operations, and evaluation of child protection program within American Family Children's Hospital (AFCH) and its support in the community. The Program Coordinator provides programmatic leadership and support to all aspects of the child protection program efforts in the community and with UW Health partners. Additionally, this position serves as the lead contact and mentor for child protection program volunteers and professional student interns and residents within those areas. The incumbent has a high degree of expertise in child protection, designing communication to internal and external stakeholders, and coordinating reports and statistics for programmatic performance. The Program Coordinator seeks, completes and oversees applications for external grant awards. The Program Coordinator is responsible for directing, evaluating, and providing feedback to staff working with/for the AFCH Child Protection Program. This position is delegated broad responsibility for program implementation and works with considerable independence with ultimate accountability to the Manager Pediatric Trauma Program. This position will have a matrix relationship to the Department of Coordinated Care, Case Management, Social Work and Spiritual Care Services.

MAJOR RESPONSIBILITIES

- Provide expert oversight and guidance to AFCH Child Protection community programs, including but not limited to: Dane County Drug Endangered Children (DEC), Dane County Multidisciplinary Team (MDT), Child Abuse and Neglect Community Cares Response-Prevention and Early Intervention (CAN CCR-PEI), Wisconsin Drug Endangered Children, Wisconsin Child Abuse Network (WI-CAN) and UW Madison -School of Social Work.
- Participate and provide leadership as necessary to local, state, regional, and national groups and committees related to child protection, child abuse, neglect and drug endangered children.
- Advocate for legislative/enforcement strategies, educational/behavioral change strategies, and engineering/technology interventions to reduce the consequences of abuse and neglect at the local, state, and national level as well as support prevention efforts.
- Assist with the training of health professions students in child abuse and neglect.
- Respond to media requests as appropriate in order to increase awareness on child abuse and neglect issues.
- Ensure department and AFCH annual goals and objectives are met or exceeded through the effective management of staff and programs.
- Provide program leadership and direction for day-to-day activities of the staff.
- Assist with oversight of fiscal and operational performance including preparation and management of annual operational budgets, monitoring, evaluation and reporting of operational and fiscal performance.
- Participate and assist in the clinical care of child protection program patients.
- Serve as the primary contact for the county Child Protection Services (CPS) agency as well as organize and convey information regarding plans for pediatric patients as related to CPS, law enforcement and the discharge of the child.
- Provide parents/guardians of the child information about the process and the plans, connecting them to appropriate resources in the hospital and in the community.
- Collaborate and coordinate with UW Health partners including but not limited to Safe Harbor, Dane County District Attorneys, Madison Police Department, Dane County Sheriff's Department, Dane County Department of Health and Human Services, UW Madison- School of Social Work, all 72 Wisconsin Counties-Department of Health and Human Service Agencies, Local Law Enforcement, and Illinois Department of Children and Families.
- Other duties as assigned to meet the needs of the of the program.

JOB REQUIREMENTS

Education	Minimum	Master's Degree in Social Work
	Preferred	
Work Experience	Minimum	Five (5) years of post-Master's social work experience in a healthcare or community health organization with exposure to child abuse and neglect
	Preferred	<ul style="list-style-type: none"> • Seven (7) years of progressively responsible experience in program leadership • Experience in an academic health system or integrated healthcare delivery system • Grant writing experience
Licenses & Certifications	Minimum	Licensed in the state of Wisconsin with one of the following: <ul style="list-style-type: none"> • Certified Advanced Practice Social Worker (CAPSW)

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	Preferred			
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • A high degree of professionalism and competency in working with a variety of individuals from differing backgrounds • Demonstrated ability to lead teams to achieve outcomes and form and maintain collaborative relationships • Knowledge of diverse communities and cultures and culturally responsive practices in community engagement • Ability to independently organize and prioritize work • Skilled at conflict management • Excellent facilitation skills • Excellent written and verbal communication • Ability to identify data needed for both assessment and decision-making purposes • Ability to deploy appropriate data sources, analysis methods, and effective communication of analytical results • Demonstrated ability to develop, implement, and evaluate health care and/or community health programs 		
AGE SPECIFIC COMPETENCY (Clinical jobs only) Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
x	Infants (Birth – 11 months)	x	Adolescent (13 – 19 years)	
x	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)	
x	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)	
x	School Age (6 – 12 years)		Older Adult (Over 65 years)	
JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.