

Job Description

Job Family: Palm Beach County Fetal and Infant Mortality Review Project (FIMR)

Job Function: Maternal Interviewer/ Project Coordinator

Job Title: FIMR – Qualitative Case Manager

Pay Band: \$20 - \$30 per hour

Employment Status: Part-time (approximately 20 hours per week)

Project Description (Purpose and Function):

The Palm Beach County Health Department (PBCHD) is seeking a qualitative data abstractor to support the Fetal Infant Mortality Review (FIMR) project in collaboration with the Florida Institute for Health Innovation (FIHI) and Children’s Services Council of Palm Beach County. The aim of the FIMR project is to enhance the health and well-being of women, infants and families by improving the community resources and service delivery systems available to these families. FIMR brings together key members of the community to review individual fetal and infant mortality cases. The Qualitative Case Manager is a vital member of the FIMR team - responsible for conducting fetal, infant or child death maternal interviews and presenting cases at monthly FIMR meetings. Additionally, the position will assist with coordinating monthly meetings and case summary reviews. The Qualitative Case Manager is staffed through the PBCHD and serves as a subcontractor to the Florida Institute for Health Innovation.

Primary Duties and Responsibilities:

- Partnering with the Quantitative Case Manager to identify and select FIMR cases
- Linking quantitative data abstraction cases to qualitative maternal interviews
- Finding, contacting and interviewing mothers or family members who have recently experienced a fetal, infant or child death
- Gathering additional case information as needed and assisting in the development of case summaries
- Planning and coordinating monthly Case Review Team (CRT) and Community Action Group (CAG) review meetings
- Participating in monthly CRT and CAG meetings, and assisting in the dissemination of program results to the community

Knowledge, Skills, and Abilities:

- Experience in community outreach, case finding and/or conducting interviews
- Knowledge of pregnancy and perinatal issues
- Relevant experience working with community agencies and healthcare providers
- Background or training in bereavement counseling, cultural competency and leadership development
- Effective verbal and written communication skills
- Ability to work independently, with a flexible schedule
- Computer skills (ability to use applications such as spreadsheets, database, and analytical software)

Education Requirements:

- Health professional degree required
- Master’s level degree preferred

Additional Requirements:

- Bi-lingual (English/Spanish preferred)
- Previous relevant work experience with at-risk populations
- Valid Driver’s License

Interested candidates should please email resume to Fay Glasgow at fglasgow@flhealthinnovation.org.

For more information about the Institute, please visit our website: www.flhealthinnovation.org