

MCG HEALTH, INC.

POSITION DESCRIPTION FORM

Family Services Development	155236		.5
Department Name	Budget Unit Number	Position Number	EFT

Family Support Coordinator	Please circle the appropriate response.		
Proposed Position Title	New Position	Change in Existing Position	XX

Basic Function:
 Assist with/coordinate Patient and Family Centered Care programming for CMC patients/families (provide coverage to ensure programming needs are met, e.g. Tea Time, OR Bud's, networking groups); provide one-on-one support; assist with/coordinate special advocacy programs or events (e.g. networking meetings/seminars/conferences); assist with/coordinate Family Resource Library processes (e.g. ordering resources for programming and library, cataloging resources/videos, maintaining computer equipment and library supplies), and supplying resources to unit waitspaces; assist with/coordinate volunteer/work-study orientations as it relates to the Family Resource Library and PFCC programming; identifies appropriate volunteers to help with mission.

Reports to (Please attach a department organizational chart.):
 Reports to Director of Family Services Development

Competencies (Additional Space Provided on Back of Form):	% of Time	Essential (E) or Non-Essential (N)
Family Services Development projects and programming:		
<ul style="list-style-type: none"> • Coordinate family support opportunities in CMC/NICU <ul style="list-style-type: none"> --OR BUDs --Tea Time --one on one support --book cart • Assist with advocacy programs for parents/families <ul style="list-style-type: none"> --provide information to parents/families on appropriate advocacy programs --work with other advocacy organizations and collaborate to achieve positive outcomes for families • FRL coordination/staffing <ul style="list-style-type: none"> --oversee FRL programming (supplies, maintenance, new programs, resource distribution) • Recruitment <ul style="list-style-type: none"> --identify potential parent advocates to expand program opportunities --orient and train new volunteers to FRL 	45	E
	25	E
	20	E
	10	E

Approved by: Julie Ginn Moretz	Date: 5/5/06
Department Head Julie Ginn Moretz	

/APPROVED TITLE AND BAND					
Title	Job Code	Pay Band	Minimum	Midpoint	Maximum

Approved by:	Date:
Director of Compensation	

Competencies:	%of Time	Essential (E) or Non-Essential (N)
Project coordination; excellent communication skills; ability to interact with patients and families; basic computer skills; organizational skills.	100	E

Minimum Requirements (Education, Experience, Licensure, Skills):

High school education; experience in project assistance; computer competency; understands parent advocacy role and is knowledgeable about state/national advocacy organizations; has had experience as a parent within the medical environment to fully understand patient and family centered care values.

Supervision Exercised: volunteers and work-study students.	Interpersonal Relationship: Will interact with staff, patients and families as well as community members and organizations.
Accountability: Accountable for productivity/outcomes. This position requires minimal supervision.	Decision Making: This position requires moderate decision making but good judgment.

Working Conditions			Environmental Conditions		
Physical Factors	Critical to Performance (Yes/No)	% of Time	Factors	Exposure Critical to Performance (Yes/No)	% of Time
Lifting/ Carrying 0-15 lbs.	yes	10	Atmospheric Conditions	no	
Standing	no	10	Weather Conditions	no	
Walking	yes	30	Noise	no	
Sitting	yes	30	Blood-borne Pathogens	no	
Pulling/Pushing	no		Needle Sticks	No	
Climbing	no		Electric Shock	No	
Reaching	yes	20	Radiation	No	
Kneeling	no		Chemicals	No	
Stooping	no		Bio-hazardous Waste	No	
Other			Patient-induced Injuries	No	
			Other Hazards		

Functional or Sensory Requirements: List any functional or sensory requirements that are critical to job performance and describe how they relate to the job competencies, such as verbal skills, color discrimination, sense of taste/smell, hearing, touch, manual dexterity, memory for detail.

Must communicate well with others; be enthusiastic about project development; ability to complete projects in timely manner; computer competency.