



ASSOCIATE'S NAME \_\_\_\_\_

DATE: \_\_\_\_\_

**Job Description  
Part 1 of 2**

**JOB TITLE:** Project Coordinator  
**EXEMPT/NON-EXEMPT:** Exempt  
**GRADE:** 14  
**JOB NUMBER:** 60054377  
**JOB FAMILY:** ADMS

**POSITION TITLE:** Project Coordinator, PFCC  
**UNIT/DEPARTMENT:** Patient & Family Centered Care  
**HOSPITAL/FACILITY:** MLH - Corporate  
**REPORTS TO:** VP, Patient & Family Centered Care

**JOB SUMMARY:**

- Works with internal and external parties to organize various components needed to initiate, run, and conclude major projects. Responsible for administration and management of designated projects. Performs education, consultative, and advisory duties in planning and directing the coordination and integration of resources necessary to successfully complete the project. Responsible for setting and achieving goals, staff administration, data management, development, budgetary/contract management, information clearinghouse, and advisory committee support. Models appropriate behavior as exemplified in **The Methodist Mission, Vision and Values**.

**EDUCATION/TRAINING REQUIRED:**

- Bachelor's degree in Education or Marketing.
- Knowledge of project planning methodologies.

**RELEVANT EXPERIENCE REQUIRED:**

- Two years of organizing and managing projects.
- Excellent communication and leadership skills and basic knowledge of database and project management software.
- Ability to relate to diverse age, cultural, and demographic backgrounds.
- Strong interpersonal skills.
- Excellent attention to detail.
- Knowledge of basic office software to include Word, Excel, and PowerPoint.
- Ability to plan and supervise programs
- Ability to analyze and evaluate conditions
- Knowledge of business management principles and computer data management systems.

**PATIENT GROUPS SERVED**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Neonates (0-28 days)          | <input type="checkbox"/> Children (2-12 years)     | <input type="checkbox"/> Adults (18-64 years)            | <input type="checkbox"/> All Patient Groups |
| <input type="checkbox"/> Infants (29 days – 23 months) | <input type="checkbox"/> Adolescents (13-17 years) | <input type="checkbox"/> Geriatrics (65 years and older) | <input type="checkbox"/> N/A                |

**PHYSICAL DEMANDS/CONDITIONS:**

- The physical activities of this position may include climbing, pushing, standing, hearing, walking, reaching, grasping, kneeling, stooping, and repetitive motion.
- Must have good balance and coordination.
- The physical requirements of this position are: light work - exerting up to 25 lbs. of force occasionally and/or up to 10 lbs. of force frequently.
- The Associate is required to have close visual acuity to perform an activity, such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; or extensive reading.
- The conditions to which the Associate will be subject in this position: The Associate is not substantially exposed to adverse environmental conditions; job functions are typically performed under conditions such as those found in general office or administrative work.
- Incumbent may be required to travel to other facilities frequently within the city.

**INTERNAL CONTACTS:**

- Contact with facility staff, Managers, Directors and Administrative Directors for the purpose of obtaining and providing information regarding Patient and Family Centered Care projects.

**EXTERNAL CONTACTS:**

- Contact with PFCC Family Partners for the purpose of training/educating and partnering with for project completion.
- Occasional contact with patients for the purpose of obtaining information to increase the success of PFCC.

**SUPERVISION PROVIDED BY THIS POSITION TITLE:**

- There are no lead or supervisory responsibilities assigned to this position. However, this position is responsible for supervision of assigning and monitoring the tasks of project team members to ensure completion of project.

**STATEMENT OF NON-INCLUSIVITY:**

- This job description is not to be construed as a complete listing of the duties and responsibilities that may be given to any employee. The duties and responsibilities outlined in this position may be added to or changed when deemed appropriate and necessary by the person who is managerially responsible for this position.

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Date: 12/8/10 Comp Analyst: SGWilliams <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
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**MANAGER/DIRECTOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Performance Evaluation**

**Instructions**

- 1) Rate each standard using one performance level rating from the current year guide chart (located on MOLLI under the Organizational Development Department Webpage).
- 2) Average the rating for each standard to get overall average for the job function.
- 3) Multiply average by % to get score for the function.

Job Functions – Project Coordinator, PFCC	Supervisory Assessment		
	Rating	x % Wt.	= Score
<p><b>1. Develops, coordinates, and implements project workflow and tasks related to specific projects.</b></p> <p><b>Standards :</b></p> <ul style="list-style-type: none"> <li>• Confers with VP to understand scope of project.</li> <li>• Facilitates communication and coordination, including assessing needs and setting goals and objectives of project team.</li> <li>• Meets with project team, ensuring project participants understand responsibilities and accountabilities.</li> <li>• Serves as point person for the project.</li> <li>• Manages vendor relationships.</li> <li>• Relays information between project manager and client.</li> <li>• Prepares and present reports regarding project progress to project team members, VP and other executives.</li> <li>• Supervises other project staff, assigns tasks, sets priorities.</li> <li>• Serves as liaison for department. Coordinates activities and exchanges information.</li> </ul> <p><b>Comments/Examples:</b></p>	Avg		Score
<p><b>2. Monitors workflow and performs record keeping functions for projects.</b></p> <p><b>Standards:</b></p> <ul style="list-style-type: none"> <li>• Develops and maintains a detailed project work plan and calendar/schedule which includes administrative tasks and all participants involved for the purpose of capturing and charting all known projects.</li> <li>• Monitors, reviews, and evaluates progress. Tracks project details and maintains project status. Sets due dates for various stages of job completion.</li> <li>• Coordinates the collection, analysis and distribution of project data.</li> <li>• Monitors record keeping and file maintenance for the program or project.</li> <li>• Prepares records of project activities. Oversees and ensures the timely processing in and the delivery of required materials.</li> </ul> <p><b>Comments/Examples:</b></p>	Avg		Score
<p><b>3. Gathers and obtains data for division dashboard.</b></p> <p><b>Standards:</b></p> <ul style="list-style-type: none"> <li>• Coordinates the collection, analysis and distribution of project data.</li> <li>• Gathers data from Decision Support and other sources for completion of dashboard.</li> </ul> <p><b>Comments/Examples:</b></p>	Avg		Score
<p><b>4. Participates in project budget planning and development.</b></p> <p><b>Standards:</b></p> <ul style="list-style-type: none"> <li>• Prepares bills and invoices, as well as budgetary and progress reports.</li> </ul> <p><b>Comments/Examples:</b></p>	Avg		Score
<p><b>3. Performs other job functions as requested.</b></p> <p><b>Comments/Examples:</b></p>	Avg		Score
<b>Totals</b>		<b>100</b>	