

Vacant – Project Coordinator Position Description

Salary-$65,000.00 plus fringe benefits

**Minimum Requirements for the Position**: Master’s degree in public health, social work, education, public administration, or similar fields with at least four years of experience working in the community-based settings, non-profit organizations, state government, or similar settings.

**What skills and abilities are needed by an employee upon entry to this job including any special certifications or license?** – Certified Health Education Specialist (CHES or MCHES)

**Required experience**: with Type 2 diabetes and/or other chronic diseases, working with African American and/or Hispanic populations, working with Community Health Workers (CHWs), with health education program planning and implementation, adult learning, curriculum development, project management, written and oral communication, community engagement, and staff management and supervision.

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| **Job Purpose**: Coordinate and manage the Diabetes Intervention Program (DIP). | | |
| **Job Functions:** | **Essential/ Marginal** | **Percent of Time** |
| Collaborate with the University of South Carolina Institutional Review Board to ensure the proposed intervention will meet the requirements of the Health and Human Services regulations to protect human subjects from research risks including the development of the informed consent documents. | Essential | 5% |
| Utilize existing evidenced based curriculums to customize a specific diabetes self-management curriculum for African American and Hispanic populations ages 12 and older. Translate the customized evidenced based diabetes self-management curriculum into Spanish. Utilize findings from after session surveys and the implementation team SWOT analysis findings to develop the booster session 4-week curriculum. | Essential | 20% |
| Compile and/or develop participant materials such as the informed consent, participant expectations, notebooks containing educational materials and participant timeline. | Essential | 10% |
| Train and supervise CHWs on implementing the curriculum and appropriate methods to document participation in intensive lifestyle intervention and booster sessions. Secure subject matter experts to conduct clinical sessions. | Essential | 20% |
| Develop informational materials to promote and explain the process and procedures for participating in the optional Lifestyle Change Incentive Program. Develop protocol, procedures, and participant tracking tools that will allow program participants of all ages to receive incentives based on their demonstrated successes. Identify and order incentive items for participants. | Essential | 20% |
| Create social media communications calendar that outlines key topics and specific messages to be shared on the BCCEC social media platforms. Identify culturally and linguistically appropriate infographics, websites, apps, videos, podcasts, and other reputable Type 2 diabetes self-management resources and post on the BCCEC website, dedicated Intensive Family Lifestyle Intervention Facebook Page, and BCCEC Twitter account. Develop materials with customized hashtags to promote available social media platforms to participants. | Essential | 20% |
| Participate in quality improvement efforts to support implementation of the DIP. | Essential | 5% |
| **To apply for this position, please submit your letter of interest, resume, BLEC application and three (3) letters of reference for this position to Dr. Cindye Richburg Cotton, executive director, Brookland-Lakeview Empowerment Center.**  **Please apply on or before October 18, 2021, to be considered for this position.**  **Please call the BLEC at 803-747-3519 if you have any questions or need more information.** | | |