



## **JOB TITLE: Coordinator, Public Health Practices & Quality Improvement Initiatives**

### **DESCRIPTION**

Under the direction of the Project Director, the **Coordinator of Public Health Practices and Quality Improvement Initiatives** will support components of the Association of Diabetes Care & Education Specialists (ADCES) cooperative agreement to advance health equity for populations with or at greatest risk for diabetes from the Centers for Disease Control and Prevention (CDC). The coordinator's duties will include providing technical assistance and support to Federally Qualified Health Center (FQHC) quality coordinators and lifestyle coaches to improve the delivery of diabetes care across the lifespan. Assists with program monitoring, data collection needs, summarization of information for review, resource development, and general support needs related to a variety of type 2 diabetes risk reduction strategies. Provides assistance to Project Director and Manager of the DELTA Public Health Practices and Diabetes Programming as needed.

### **DUTIES AND RESPONSIBILITIES**

- Assist with assessing the readiness of FQHCs to advance diabetes care in high need counties across the US
- Provide technical assistance and support related to the implementation and delivery of interventions grounded in scientific and practice-based evidence. (ie. Diabetes Self-Management Education and Support (DSMES); National Diabetes Prevention Program (DPP); Family Health Weight Program (FHWP)).
- Regular communication verbally and in writing with FQHC staff
- Participate in learning collaboratives and communities of practice related to type 2 diabetes risk reduction strategies.
- Assist in workforce training content development with a focus on improving one's capacity to address Social Determinates of Health (SDOH) factors that impact health outcomes.
- Review quality improvement plans using a systematic approach to problem-solving and studying the impact of change.
- Assist in resource development including guidance documents, implementation plans, marketing templates, quality improvement tools and more.
- Support project team by drafting agenda, minutes, and correspondence as requested.
- Provide assistance in preparing for and coordinating meetings, events, workshops, and stakeholder engagements.
- Receive, review and process all incoming invoices, check requests, and expense reports.

### **QUALIFICATIONS**

- Bachelor's degree in related field preferred.
- Prior work experience in a professional environment (minimum of 2-3 years).
- Highly organized and detail-oriented, with ability to multi-task and complete assigned projects and duties on a timely basis.
- Customer service orientation is essential.
- Communication skills, including written, verbal and interpersonal. Must be comfortable assisting members via phone and email on a regular, daily basis.



- Proficiency in Microsoft Office Suite, with ability to learn new software as needed.
- Prior experience with grant funded initiatives preferred.
- Prior experience working with Federally Qualified Health Centers and/or Associations a plus.
- Ability to work both independently and as a team member.

## PHYSICAL DEMANDS & WORKING CONDITIONS

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set up and maintain work files. Occasional overnight and out-of-state travel may be necessary.

Majority of work is performed in a general office environment where a hybrid work schedule is observed. Position may require availability for extended hours and non-traditional hours to perform department job duties. Also, may require occasional participation and attendance at organization sponsored events and meetings across the country.

## TOTAL REWARDS

This role is an hourly non-exempt position, paid on a bi-weekly basis, 37.50 hour/per week work schedule.

The salary range for this position is **\$44,000- \$53,000** and is a good faith estimate based on industry and geographic market compensation data at time of posting, internal equity and organizational budget. Base salary offers are determined by candidate qualifications, relevant and applicable work experience, position specific skills, credentials, etc.

Our total rewards program is designed to reward and retain talented individuals who deliver exceptional service to our members and business partners. This includes:

- 401k plan - employees are fully vested at 100% from the first day of employment with ADCES contributing 6% of an employee's salary to the employee's 401(k) account.
- Comprehensive benefits package including Medical, Dental, Vision, Disability & Life insurance coverage, Flexible Spending Accounts (FSA), Employee Assistance Programs, Cariloop caregiver support, and a Pre-tax Commuter Program.
- Generous paid time off that includes minimum 2 weeks of vacation annually, 11 paid holidays, and 10 personal/sick days per year.
- Professional development, tuition reimbursement policy.
- Flexible hybrid work schedule environment, summer hours and casual dress.
- Discretionary incentive bonus program.

## HOW TO APPLY:

To apply for any of our open jobs, please forward your resume and salary requirements to our email: [hr@adces.org](mailto:hr@adces.org).

## ABOUT THE ORGANIZATION:



The Association of Diabetes Care & Education Specialists is a multi-disciplinary professional membership organization dedicated to improving diabetes care through education.

With more than 11,000 members including nurses, dietitians, pharmacists and others, we have a vast network of practitioners involved in the daily treatment of people with diabetes.

Collectively, our alliances, member practitioner networks and academic partners uniquely position ADCES at the locus of change for the future treatment of diabetes.

The Association of Diabetes Care & Education Specialists is located at 125 S. Wacker Drive, Suite 600, Chicago, IL 60606.

***ADCES is proud to be an Equal Opportunity Employer. We encourage and support diversity in our workforce.***