



JOB DESCRIPTION

Position Title: Coordinator, Public Health Practices and Quality Improvement Initiatives

Department: Science and Practice - DELTA Project **FLSA Status:** Full time, Non-Exempt

Reports to: Project Director, Public Health Practices and Diabetes Programming

Supervises: N/A

Last Reviewed: July 2025

BASIC FUNCTION

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.

ESSENTIAL 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Ability to work both independently and as a team member.
- Proficiency in Microsoft Office Suite, with ability to learn new software as needed.

EXPERIENCE/EDUCATION

- Bachelor's degree in related field preferred.
- Prior work experience in a professional environment (minimum of 2-3 years).
- Prior experience with grant funded initiatives preferred.
- Prior experience working with Federally Qualified Health Centers and/or Associations a plus.

PHYSICAL DEMANDS

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.

WORKING CONDITIONS

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.