

UW HEALTH JOB DESCRIPTION

Child Life Education Specialist

Job Code: 540059	FLSA Status: Exempt	Mgt. Approval: J. Auenson	Date: August 2019
Department: Patient & Family Services		HR Approval: J. Olson	Date: August 2019

JOB SUMMARY

The Child Life Education Specialist collaborates with Child Life management and staff across departments to assess, plan, develop, facilitate, evaluate, and revise educational programming for all levels of child life personnel and UW Health personnel as indicated or requested. The incumbent acts as a key resource in the orientation and continuing education of the Child Life staff at AFCH and engages as a facilitator in AFCH Child Life Services quality improvement.

The Education Specialist implements a comprehensive education program for the Child Life department. Educational programs typically include, but are not limited to, orientation, continuing education, and in-services. Other services may include process, performance, and service delivery consultation and contributions to the organization through ad-hoc or permanently established councils, committees, and workgroups.

MAJOR RESPONSIBILITIES

Education

- Plans, develops, and evaluates a comprehensive educational program, utilizing fundamental principles of adult education to meet orientation and ongoing competency needs of the AFCH Child Life department leadership and staff.
- Ensures all programs meet the Department of Child Life and regulatory expectations and standards. Adheres to national education practice standards and stays abreast of and incorporates current research into education practice. Programs are based on adult learning principles and organizational and learning theory consistent with UW Health-endorsed philosophy and direction.
- Implements a comprehensive education program for assigned units including workshops, clinical experience, and learning technologies. Identifies orientation and continuing education needs through appropriate needs assessment(s) and plans appropriate learning and skill development.
- Develops and delivers/coordinates other educational programs as directed (i.e. in-services, continuing education, job-specific and specialty curricula) to support competence and professional growth of UW Health staff.
- Plans, develops, and evaluates the mentorship program to enhance the orientation process and retention of staff. Provides leadership to mentors and serves as a role model through educational programs and ongoing coaching and mentoring.
- Serves as a consultant for adult education principles/methodologies and marketing strategies.
- Serves as a facilitator to new Child Life staff and actively mentors and supports their growth in the profession and clinical practice in partnership with staff mentors.

Research

- Integrates relevant research outcomes into professional development practice through effective learning activities.
- Evaluates outcomes of the educational programs and utilizes findings for continued improvement. Incorporates objective assessment of classroom and clinical performance into evidence-based evaluation framework. Applies measurement instruments and statistical analysis, seeking consultation when needed.
- Supports integration of research into practice and helps develop staff knowledge and skills in the research process.

Leadership

- Supports the implementation of management decisions that affect child life and patient care services practices within the Child Life department. Plans educational programming for new or changing programs of care.
- Participates in strategic planning, ad hoc projects, and educational activities as assigned for the department. Communicates effectively with colleagues across UW Health to advance goal achievement.
- Demonstrates skill in navigating and communicating in a complex environment. Fosters achievement of Child Life and Patient Care Services goals and objectives.
- In coordination with leadership, oversees the tracking of quality improvement initiatives. Collaborates with management to influence appropriate changes in systems.

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Community Outreach

- Engages as an educator on a local, state, or national level to determine trends in adult education, practice, and regulation.
- Promotes and cultivates positive relationships with academic programs to foster positive image and relationships with UW Health. Supports undergraduate and graduate Child Life students and faculties from affiliating schools.
- Consults with the community for program planning, implementation, and evaluation in order to meet staff development and patient care needs.
- Serves as a member of city, regional, and/or national educational advisory groups.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Master's Degree in Child Life Education or related specialty
	Preferred	Doctorate in Education or related field
Work Experience	Minimum	Experience with orientation and education of staff in a clinical setting Active participant in conducting and evaluating research/literature and evidence-based practice
	Preferred	Five (5) years of relevant clinical child life experience
Licenses & Certifications	Minimum	Certified Child Life Specialist
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Experience in education program design and evaluation • Knowledge and experience in adult education principles • Evidence of excellent interpersonal, written, and verbal communication skills

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight

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	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.