

UW HEALTH JOB DESCRIPTION

BILINGUAL CHILD SAFETY COORDINATOR

Job Code: 420044	FLSA Status: Exempt	Mgt. Approval: B. Eithun	Date: February 2020
Department: Child Health Advocacy		HR Approval: N. Lazaro	Date: February 2020

JOB SUMMARY

The Bilingual Child Safety Coordinator has oversight for the Dane County Child Passenger Safety Program. The Coordinator is responsible for all aspects of the program including community outreach, education, and program development. This position coordinates child passenger safety efforts of various location sites across Dane County and oversees the Child Passenger Safety Technicians that assist families participating in the car seat checkup events. The Bilingual Child Safety Coordinator serves as a resource link to both internal and external partners. This position acts as a liaison with local public health staff, other professional, community-based organizations, government agencies and schools. The Coordinator will handle all aspects of working with the Spanish speaking population for this project.

MAJOR RESPONSIBILITIES

- Collaborate with key stakeholders to independently lead and coordinate on going initiatives for the Community Child Passenger Safety program.
- Targets prevention focus areas across the community and schools to promote child passenger safety.
- Seeks, prepares and submits appropriate grants; manages grants received in a fiscally responsible manner.
- Coordinates and provides Child Passenger Safety training and education for health and safety professionals and community organizations.
- Educate families in the community about the importance of proper child restraint.
- Network with Spanish speaking organizations and media outlets to help promote proper child restraint.
- Develops and implements multi-faceted child passenger safety activities targeted for at-risk populations in Dane County and throughout Wisconsin.
- Develops plans for distribution of car seats to those in need within the community.
- Oversees the weekly scheduled car seat checks.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in a health, human services (health education, community health, psychology, sociology, nursing, counseling, communications), or related field. Four (4) years of relevant experience with diverse range of families and community groups may be considered in lieu of degree in addition to experience below.
	Preferred	
Work Experience	Minimum	One (1) year of previous experience working with a diverse range of families and community groups
	Preferred	Two (2) to Four (4) years of working with a diverse range of families and community groups.
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Certified Child Passenger Safety Technician or receive training and certification within 2 months of hire date. • Valid Wisconsin driver's license
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Bilingual in Spanish, both verbal and written. • Must be 21 years of age to drive a UW Health Fleet Vehicle. • Ability to be insured and bonded by UW Health's Risk Management insurer, which requires (1) a valid Wisconsin driver's license and (2) successfully passing a driver's background check. • Demonstrated ability to work with a diverse range of groups, professionals, agencies, community members and parents/children. • Ability to organize and prioritize work on a daily/weekly basis.

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	<ul style="list-style-type: none"> • Ability to function effectively as a member of a team and collaborative network. • Ability to collect, organize and analyze data. • Ability to use problem-solving skills to effectively resolve program/client issues. • Proficient in the use of basic software programs such as MS Word, email and data entry. • Ability to travel throughout Dane County 		
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,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
	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
	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#	Negligible or constant push/pull of items of negligible weight
X	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#
	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#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
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.