

UW HEALTH JOB DESCRIPTION

CHILD PASSENGER SAFETY SPECIALIST

Job Code: 420038	FLSA Status: Non-Exempt	Mgt. Approval: R. Eithun	Date: October 2021
Department: AFCH Child Health Advocacy		HR Approval: K. Fleming	Date: October 2021

JOB SUMMARY

The Child Passenger Safety Specialist is responsible for leading UW Health staff in promoting the safe transport of all patients under age 18. This responsibility includes the daily decision-making and operations of the AFCH Child Passenger Safety Program and its in-house team of trained staff. The Child Passenger Safety Specialist provides a high degree of expertise in child passenger safety, including safe transport of children with special health care needs.

MAJOR RESPONSIBILITIES

- Coordinates and participates in one-on-one child passenger safety education with patient, families and staff.
- Develops and delivers child safety restraint education and training curricula for patient families and staff within American Family Children's Hospital, Ambulatory Services, Emergency Department and UW Health system.
- Assists families with proper use and installation of their child vehicle safety restraints.
- Provides education and assesses transportation needs to families of children with special health needs.
- Coordinates discharge teaching specific to car seat/other child safety restraint needs based on physical and developmental levels of patients, in collaboration with other members of the health care team.
- Acts as subject matter expert and coordinates UW Health Child Passenger Safety Resource Team.
- Maintains inventory of child safety restraints for distribution/loan to patient families.
- Maintains current and up-to-date educational materials for distribution to patient families and staff.
- Maintains AAA Child Passenger Safety Inspection Station.
- Develops and implements car safety seat policy and procedures for American Family Children's Hospital and ancillary areas, including required electronic medical record documentation.
- Maintains a fiscally sound budget for Child Restraint Program.
- Orders supplies, monitors cost, collects and reports data on program activities.
- Maintains knowledge of and compliance with current recalls, manufacturer's recommendations, legislation and regulations concerning child passenger restraints.
- Provide internal and external education through public speaking, instructional training, and skill building for patients, families and staff.
- Provides back-up child passenger safety assistance to the Kohl's Safety Center when possible.

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma
	Preferred	Bachelor's degree in health education, public health, community health, or related field.
Work Experience	Minimum	Experience as a nationally certified child passenger safety technician
	Preferred	Two years of experience as a nationally certified child passenger safety technician with special needs training. Experience working in a healthcare setting. Budget and grant writing experience.
Licenses & Certifications	Minimum	Certified Child Passenger Safety Technician
	Preferred	Certified Child Passenger Safety Technician with additional training regarding transporting children with special health care needs.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Strong organizational skills and ability to prioritize work. • Ability to work independently in a constantly changing environment. • Excellent interpersonal, customer service and communication skills. • Knowledge and understanding of how to inspire and lead a resource team is essential. • Proficient in the use of software programs such as MS Word, email, scheduling software, and data spread sheets. • Ability to maintain budget, supply ordering and effective grant writing.

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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
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input checked="" type="checkbox"/> 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#
<input type="checkbox"/> 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#
<input type="checkbox"/> 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.