

UW HEALTH JOB DESCRIPTION

Child Safety Coordinator

Job Code: 420039	FLSA Status: Exempt	Mgt. Approval: R. Eithun	Date: April 2022
Department: Pediatric Trauma Program		HR Approval: K. Fleming	Date: April 2022

JOB SUMMARY

The Child Safety Coordinator for injury prevention has a strong understanding in childhood injury prevention, community and professional outreach education and program development. This position is responsible for the hands-on day to day coordination and support of injury prevention initiatives. The Child Safety Coordinator works within a collaborative team to prevent injury to children and serves as a resource link to both internal and external partners. Work involves collaboration with the pediatric trauma program, the Adult Injury Prevention Coordinator, and community members. This position acts as a liaison with local public health staff, other professional, community-based organizations, government agencies, and schools.

MAJOR RESPONSIBILITIES

Program Leadership

- Collaborates with key stakeholders to lead ongoing initiatives to improve injury prevention programs.
- Targets prevention focus areas to include motor vehicle, bicycle, pedestrian, falls, drownings, fires and burns, poisonings, unintentional firearm injuries for children, and other prevention activities as identified.
- Seeks, prepares, and submits appropriate grants; manages grants received in a fiscally responsible manner.

Technical Expertise

- Provides technical assistance, training, and consultation to local and state public health agencies, educators, community groups, task forces, and other health and safety professionals regarding injury prevention activities.
- Assists with the development and implementation of effective injury prevention projects.
- Participates in and provides programming to local, state, and regional groups and committees related to childhood injury prevention.

Outreach and Education: Professional and Community Training

- Coordinates and collaborates with local public health agencies, organizations, the media, and the general public to raise awareness about the predictability and preventability of childhood injuries.
- Develops and implements multi-faceted injury prevention activities targeted for at-risk populations in Dane County and throughout Wisconsin.
- Disseminates injury prevention materials through local and statewide networks to enhance the public education and awareness of childhood injury prevention.
- Develops plans for distribution of life-saving products to those in need within the community
- Other duties as assigned

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Health, Health Education, or related field
	Preferred	Master's degree in Health, Health Education, or related field
Work Experience	Minimum	One year of experience working with pediatric injury prevention programs
	Preferred	Two years of experience working with pediatric injury prevention programs. Experience organizing large scale events in a safe manner for the public.
Licenses & Certifications	Minimum	Certified Child Passenger Safety Technician within 6 months of hire Valid Wisconsin driver's license
	Preferred	Certified Child Passenger Safety Technician
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • 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 • Strong organizational skills and ability to coordinate people and projects in a responsible manner

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	<ul style="list-style-type: none"> • Team-based leaderships skills • Strong understanding in childhood injury prevention, community and professional outreach education, and program development • Ability to work independently and prioritize work • Strong written, verbal, and lecture communication skills • Proficient in the use of software programs such as Microsoft Word, email, scheduling software, and data spreadsheets
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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. *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
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, 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
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#	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#
List any other physical requirements or bona fide occupational qualifications:				

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.