

UW HEALTH JOB DESCRIPTION

INJURY PREVENTION COORDINATOR

Job Code: 420042	FLSA Status: Exempt	Mgt. Approval: T. Ellison	Date: October 2019
Department: General Trauma Support/10140		HR Approval: N. Lazaro	Date: October 2019

JOB SUMMARY

The Injury Prevention Coordinator for the Adult Injury Prevention Program coordinates injury prevention, community and professional outreach education, and program development activities. The Coordinator is responsible for the hands-on, day-to-day management and support of all prevention activities, strategic planning, and budgeting. The Coordinator serves as the communicator and resource link to the Section of Trauma, Acute Care Surgery. Work involves extensive public contact and includes acting as a liaison with local public health staff, other professionals, community-based organizations, and government agencies. The Coordinator represents the UW Trauma Program and is delegated broad responsibility for program implementation and works with considerable independence. This position reports to the Adult Trauma Manager and the Trauma Medical Director.

MAJOR RESPONSIBILITIES

Leadership

- Build and sustain a successful community coalition comprised of local agencies, organizations, and individuals focused on reducing unintentional injuries through a multi-faceted approach of public awareness, education, public policy advocacy, and community action.
- Ensure the Injury Prevention Program is in strong fiscal standing. Assists with preparing cost center level budget information, monitors monthly operating statements and variances. Seeks, prepares, and submits appropriate grants; manages grants received in a fiscally responsible manner.
- Target prevention focus areas for the Coalition to include: motor vehicle, bicycle, and pedestrian crashes, drowning, fires and burns, poisonings, falls and unintentional firearm injuries for individuals age 45 18 and above. Advocate for legislative/enforcement strategies, educational/behavioral change strategies, and engineering and technology interventions to reduce the consequences of injuries at the local and state level.
- Involve and coordinate area health care agencies in the development of injury prevention initiatives.

Technical Expertise/Program Development & Community Assessment

- Analyze trauma registry data to identify the pattern, frequency and risk for injury in the community. Seek and monitor injury data and support efforts to improve data collection and evaluation activities.
- Provide 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.
- Assist with the development and implementation of effective injury prevention projects. Participate on, and provide leadership when requested, to local, state and regional groups and committees related to injury prevention.

Outreach and Education: Professional and Community Training

- Coordinate and collaborate with local public health agencies, private organizations, the media and the general public to raise awareness about the predictability and preventability of injuries. Advance the knowledge of injury prevention through publications and presentations.
- Develop and implement multi-faceted injury prevention activities targeted for at-risk populations in Dane County and Wisconsin.
- Disseminate injury prevention materials through local and statewide networks to enhance public education and awareness about injury prevention.
- When available, develop plans for distribution of life-saving products to those in need within the community.

All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in community health education or other health or human services-related field. OR Five or more years of previous injury prevention with community program development in injury prevention
	Preferred	Master's degree in community health education or other health or human services-related field.
Work Experience	Minimum	<ul style="list-style-type: none"> • Three (3) years of previous injury prevention experience working with community program development, outreach and education.

UW HEALTH JOB DESCRIPTION

	Preferred	<ul style="list-style-type: none"> Five (5) or more years of previous injury prevention experience working with community program development, fundraising, demonstrated ability to work and communicate effectively with a diverse range of groups, professionals, agencies, media, community members, and patients. Budgeting, as well as grant management and evaluation experience.
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Demonstrated ability to work with a diverse range of groups, professionals, agencies, community members and patients. Strong organizational skills and ability to coordinate people and projects in a fiscally responsible manner. Ability to work effectively as a liaison with community-based organizations and the business community. Team-based management and leadership skills. Ability to work independently and prioritize work. Strong written, verbal, and lecture communication skills. Proficient in the use of software programs such as MS Word, email, scheduling software, and data spread sheets.

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

UW HEALTH JOB DESCRIPTION

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.