

UW HEALTH JOB DESCRIPTION

POPULATION HEALTH COORDINATOR

Job Code: 300016	FLSA Status: Exempt	Mgt. Approval: A. Jones	Date: April 2023
Department: Population Health		HR Approval: J. Olson	Date: April 2023

JOB SUMMARY

Under the direction of UW Health Population Health leadership, the Population Health Coordinator will facilitate program development and communication strategies. This position will coordinate the planning, oversight, and completion of complex projects. The Coordinator will develop and maintain project, program, and department documentation and communication of timelines, project plans, status reports, and accomplishments. The Coordinator collaborates with leaders and content experts to establish priorities, execute strategies, and implement programs.

The individual in this role is expected to incorporate continuous process improvement into daily work, using critical thinking and problem-solving skills to address opportunities for improvement while promoting engagement of stakeholders in solution development. The Coordinator will manage the development of a departmental communication plan in collaboration with Population Health leadership and facilitate outgoing communications from the Office of Population Health to internal and external audiences.

MAJOR RESPONSIBILITIES

- Oversee and maintain a portfolio of population health projects and initiatives to meet the Quadruple Aim of better care for individuals, better health for populations, smarter spending through improvement, and care team well-being.
- Utilize standard project management tools and principles to define and manage project scope, monitor timelines and deliverables, and communicate and identify pathways to resolve risks and barriers.
- Identify and resolve dependencies and constraints between and across projects by working with project leaders, sponsors, and management.
- Utilize solid business planning principles to develop systems and processes that produce sustainable results.
- Oversee and maintain an effective central communication program with stakeholders using communication plans, status reports, and various media sources tailored to the audience.
- Effectively plan and facilitate meetings of varied participants using standard meeting management tools and techniques (e.g. agendas, meeting roles, ground rules, minutes, action item tracking).
- Manage and facilitate complex decision-making processes with multiple stakeholders to consensus.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Health Care Administration, Public Health, Social Work, Business Administration, Economics, Industrial Engineering, or related field. Four (4) years of relevant process improvement and project coordination experience may be considered in lieu of degree in addition to the experience below.
	Preferred	
Work Experience	Minimum	Two (2) years of process improvement and project coordination experience
	Preferred	Two (2) years of process improvement and project coordination experience in a health care setting
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated experience managing multiple complex initiatives across organizational boundaries in close collaboration with leaders • Ability to translate strategies and goals into the design and implementation of systems and processes • Strong organizational, decision-making, and problem-solving skills • Excellent facilitation, conflict resolution, and interpersonal skills • Demonstrated success in leading or facilitating health care improvement • Ability to generate professional, clearly written communication that is tailored to the audience • Demonstrated ability to identify and effectively address dynamics that threaten success of a project or present barriers to implementation • Demonstrated success in leading through indirect authority

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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 FUNCTION

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 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
	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:				

Work/Environmental: Moderate noise level consistent with an office environment, varied public event settings indoor and outdoor, frequent travel by car and foot..