

JOB DESCRIPTION

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant	
Agency: ISDH	BU: 400
Division: Maternal and Child Health	Section/District: Programs
Job Title: Contractor-Knowledge Services	Job Code: N/A
Working Title (if different from above): PRAMS Coordinator	
Reports To: State Maternal Health Administrator	
	Effective Date: Immediately

Background:

The Pregnancy Risk Assessment Monitoring System (PRAMS), is a surveillance project of the Centers for Disease Control and Prevention (CDC) and state health departments. PRAMS collects state-specific, population-based data on maternal attitudes and experiences before, during, and shortly after pregnancy. PRAMS provides data not available from other sources. These data can be used to identify groups of women and infants at high risk for health problems, to monitor changes in health status, and to measure progress towards goals in improving the health of mothers and infants. PRAMS data are used by researchers to investigate emerging issues in the field of reproductive health and by state and local governments to plan and review programs and policies aimed at reducing health problems among mothers and babies, including infant and maternal morbidity and mortality. In addition, because PRAMS uses standardized data collection methods, it allows data to be compared among states.

Purpose of Position/Summary:

The PRAMS Program Coordinator is responsible for coordinating and facilitating the administration of PRAMS in the Maternal and Child Health (MCH) Division of the Indiana State Department of Health (ISDH). The Coordinator ensures the PRAMS survey is administered in accordance with the Center for Disease Control and Prevention (CDC) policies and within State and Federal guidelines for the purpose of obtaining data. The position is responsible for developing program plans relative to surveys, evaluating effectiveness of on-going program and implementing necessary changes.

Essential Duties/Responsibilities:

- Work in collaboration with the CDC, external survey vendor, and MCH epidemiologists to formulate, interpret, compile and disseminate all information related to PRAMS to applicable agencies and groups throughout Indiana.
- Coordinate and oversee all activities related to the implementation of the PRAMS and disseminates data accordingly.
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- Represent ISDH/MCH on a regional and national level regarding PRAMS in Indiana.
- Establish high level collaborative relationships with multiple partners, including the organization that will conduct the survey, CDC, and other public and non-profit agencies.
- Serve as the primary contact for the PRAMS within ISDH, MCH.
- Serve as the primary agency liaison regarding PRAMS and works closely with associated federal, state, and local agencies and other stakeholders to ensure that program objectives are modified and updated as necessary.
- Coordinates and facilitates the administration of PRAMS:
 - Coordinate the identification of analysis priorities, including the list of core and state-specific questions and assist with the development of analysis plans that align with selected national and state priority measures.
 - Work closely with the contracted survey provider in the training, progress, and evaluation of survey administrators.
 - Disseminate PRAMS results in an annual report, as well as presentations, posters, fact sheets, and other means of communication to the internal steering committee and other interested parties.
 - Monitor progress toward goals and provide frequent progress reports to the State Maternal Health Administrator.
 - Track all reporting requirements and prepare monthly, quarterly, and annual reports as required by the CDC.

Job Requirements:

- Bachelor’s degree is required. Areas of study may include public health, health administration, health education, psychology, social work, education, or similar disciplines.
- Outstanding organizational skills.
- Working knowledge of the development of public health strategies for new and existing maternal and child health programs.
- Working knowledge of organization and function of ISDH, federal and state government agencies, official health agencies, professional, and other groups involved in Maternal and Child Health programs.
- Ability to communicate extremely well verbally and in writing – prepare written and oral reports and presentations to communicate necessary information to internal and external partners.
- Able to work independently and as a part of a project team.
- Able to work under pressure and tight deadlines in a fast-paced environment.
- Able to multitask, prioritize, and be flexible.
- Proficient in the use of Microsoft Office PowerPoint, Word, Excel, and/or Access.
- Familiar with data analysis software; examples include Statistical Analysis System (SAS) and Statistical Package for Social Sciences (SPSS).

Supervisory Responsibilities/Direct Reports:

The Pregnancy Risk Assessment Monitoring System Program Coordinator works with MCH staff as well as other divisions within the Health and Human Services Commission at ISDH, both staff and contractors, as necessary for the successful completion of the Pregnancy Risk Assessment Monitoring System Project. The position works closely with the Maternal Health Administrator and the MCH epidemiology team to ensure compliance with all requirements. The position represents ISDH/MCH to numerous internal and external partners statewide and provides data and

information vital to the planning, implementation, and evaluation of maternal and child health programming throughout the State.

Difficulty of Work:

This position requires significant attention to detail, the ability to work with internal and external partners, knowledge of state and federal MCH performance objectives and interpretation of those objectives within a life course framework. The Pregnancy Risk Assessment Monitoring System Program Coordinator must also be able to resolve problems, logically develop ideas, interpret policy, and have superb oral and written communication skills.

Responsibility:

The Pregnancy Risk Assessment Monitoring System Program Coordinator works under the supervision of the State Maternal Health Administrator and is the primary contact for the PRAMS project. Work involves constant coordination and communication with internal and external partners, and with state and federal officials as needed.

Personal Work Relationships:

The Coordinator works with department staff, legal counsel, public, state, and federal representatives, and other stakeholders in the private sector for the purpose of developing and monitoring PRAMS in Indiana. The Pregnancy Risk Assessment Monitoring System Program Coordinator maintains cooperative relationships with internal and external partners for daily problem solving and interpretation of regulations and policies; and must have the ability to work with a diverse group of employees, not only in function, but also in skill level.

Physical Effort

Position requires the ability to sit for long periods, extensive use of computers and the ability to physically move throughout the ISDH office area. Some travel is required. There is no heavy lifting required.

Working Conditions:

The Pregnancy Risk Assessment Monitoring System Program Coordinator works primarily at the Indiana State Department of Health office in the MCH Division. Some in and out-of-state travel is required to attend national meetings, trainings, and conferences related to PRAMS.