

## Job Description

**Position Title** Coordinator

**Position Number** 8030

**Department Name** Telehealth Services

**Department Number** 86121

**Date Description Written or Revised** 08/2006

**Status** Non-Exempt

**Respect**-We accept all persons as created in the image of God

**Excellence**-We focus on high standards of service, performance, and proficiency

**Wholeness**- We attend to the needs of body, mind, and spirit

**Stewardship**- We utilize talents and resources in a wise, just, prudent and collaborative manner

### Position Summary

In this position, the PHTN Coordinator routinely interacts with physicians, staff, community members and healthcare professionals in the process of planning, providing, promoting and supporting the PHTN and Education Center operations, programs and services.

### Essential Duties and Responsibilities

#### Program Development/Promotion/Marketing

- Develops, implements and monitors a Telehealth marketing plan
- Serves as a liaison to a variety of constituents: hospital outreach programs to integrate services that support their needs; internal hospital departments, physicians and physician practices to identify, develop and promote services and programs; member community relations and marketing departments to promote Network activities and programs; members, partners, and potential members of the Network
- Develops educational program services and implements the regular, consistent delivery of these programs to Network members including, but not limited to, developing and disseminating information regarding programming internal and external events and coordinating the design, printing and publication of all promotional materials for Telehealth programs
- Manages sales channels to communicate to customers the value and features of network. Assists the Clinical Coordinator with promotion of telemedicine services. Assists with the web page and content development of the networks web site.

#### Event Planning/Customer Relations

- Assists in designing, organizing and coordinating videoconference events at the Education Center.
- Coordinates facilities, catering, signage, displays, translation, audio-visual equipment, printing and security
- Develops strong relationships with key customers both internal and external.
- Identifies, partners with and manages appropriate resources (i.e. vendor relationships, other departments) to ensure all VTC (video teleconference) events meet objectives.
- Evaluates program impact and reassesses objectives and outcomes, planning for continuous improvement.
- Coordinates conference details with the customer through the use VTC request form.
- Reserves network sites/video systems and negotiates pricing for all participating network sites.

#### General/Administrative

- Assists in planning, budgeting, report writing and development of goals and objectives.
- Assists with the development and implementation of policies, procedures, protocols, surveys and evaluations

A review of this description has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform another job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

**Education, Experience and Licensure/Certification Requirements:** Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position

1. B.A. /B.S. Degree in Marketing-Business Administration/Health Administration or other relevant field
1. Demonstrated knowledge of Microsoft Office including advanced Power Point and Adobe Acrobat, PhotoShop, In Design, (PageMaker) Illustrator (Quark) or Comparable programs
2. Minimum of one year experience in the development and promotion of education programs/services
3. Experience in healthcare, video conferencing/telemedicine or audio-visual operations preferred
2. Ability to work in a fast-paced environment meeting multiple deadlines
3. Current MT Driver's License, proof of insurability and a clean driving record
4. Excellent verbal and presentation skills, excellent writing, editing and proofreading skills including grammar and spelling.
5. Ability to communicate effectively and diplomatically within a multi-functional team

**Reporting Relationship:** Director Network

**Employees Supervised:** None

**Department Age Specific Requirements** Participates in patient care for the following age groups:

- Nonage Specific Task (N/A)
- Neonate/Infant (0mth-1yr)     Toddler (1yr-3yr)     Preschool (3yr-6yr)     School Age (6yr-12yr)
- Adolescent (13yr-18yr)     Early Adult (19yr-45 yr)     Late Adult (45yr-64 yr)     Geriatric (65yr+)

**Physical Demands**

Checked are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs
- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

- Occasionally    0-33% of the work shift
- Frequently    34-66% of the work shift
- Constantly    67-100% of the work shift
- N/A    Not Applicable for this position

Physical Factors	N/A	Occasionally	Frequently	Constantly
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing (wt 100+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling (wt 100+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing (Computer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Xeroxing (Copying)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Environmental Factors**

Exposure to Weather	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust, Vapors, Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Bloodborne Pathogens** Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

**Protective Equipment** Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection    Gloves    Goggles    Safety Glasses    Face Shields
- Face Masks -Surgical, N95, Respirator    Moisture Resistant-Gown/Lab Coat

**I have read the position description and I can meet all the requirements for this position. I acknowledge that these duties and responsibilities may change at any time with notification.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



