Iowa Public Health Gaining Ground Coalition

<table>
<thead>
<tr>
<th>Contract Position:</th>
<th>Project Coordinator</th>
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<tbody>
<tr>
<td>Contracted to:</td>
<td>Iowa Public Health Association</td>
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<tr>
<td>Contract period:</td>
<td>10.01.14 – 4.14.16</td>
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<tr>
<td>Contract amount:</td>
<td>Estimated 16 hours/month at $16/hour</td>
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**Contract purpose**

Provide a coordination services for to the Iowa Public Health Gaining Ground Coalition (IPHGGC) in support of the work plan implementation. *Gaining Ground* is a two-year effort that seeks to catalyze national accreditation readiness and performance and quality improvement (QI) among local, tribal, and state health departments in Iowa. The Iowa Public Health Association (IPHA) serves as the fiscal agent for this grant project.

Coalition partners include:
- Iowa Counties Public Health Association (ICPHA)
- Iowa Department of Public Health (IDPH)
- Iowa Environmental Health Association (IEHA)
- Iowa Public Health Association (IPHA)
- Public Health Advisory Council (PHAC)
- Upper Midwest Public Health Training Center (UMPHTC)

**Duties and responsibilities**

Support implementation of the grant work plan as follows:
- **Strategy 1: Identification of Gaps and Resources**
  - Provide administrative support for IPHGGC funding to local health departments who apply for accreditation (Mar. 2015 – Apr. 2016).
- **Strategy 2: Provide workshops related to the PHAB standards and accreditation readiness.**
  - Coordinate planning logistics for regional workshops to include venue arrangements (space, AV, food, etc.), speaker support, collateral materials (6 in Mar. 2015, 6 in Mar. 2016).
  - Coordinate planning logistics for centralized workshops to include venue arrangements (space, AV, food, etc.), speaker support, collateral materials (1 in Apr. 2015, 1 in Jun. 2015, 1 in Feb. 2016).
- **Strategy 4: Facilitate Multi-County Accreditation Collaboratives (MACs).**
  - Provide administrative support in creation and dissemination of materials to promote MACs (Jul. – Sep. 2015).
• **Strategy 5:** Identify/Develop Subject Matter Experts.
  o Maintain a list of Iowa experts/mentors to facilitate matching of these individuals with local public health agencies seeking education, consultation or support (Oct. 2014 – Apr. 2016)

• **Strategy 7:** Develop the Iowa Public Health Gaining Ground Coalition to achieve grant goals, leverage quality improvement and performance management efforts, and support ongoing interest in public health accreditation for Iowa.
  o Provide logistical support for scheduling coalition meetings including materials preparation/dissemination, communication logistics (meeting space, conference line or webinar), taking minutes and other logistics per coalition request.
  o Support addition of new coalition members with orientation to process and resources as appropriate.

**Qualifications**

• Desire an Associate Degree in Business, Human Resources or any equivalent combination of education and relevant experience which provide the required knowledge and abilities.
• Requires good organizational and communication skills.
• Requires conference/workshop planning experience.
• Requires competency in the latest version of Excel, Word, PowerPoint, and ability to learn new software and web-based tools as requested (e.g., Survey Monkey, GoToMeeting, Doodle, PDF formatting and hyperlinking, etc.).
• Ability to meet deadlines, prioritize multiple tasks, think creatively in communication layouts, and work independently.

**Direct reports**

The contractor will report to the Iowa Public Health Association as the fiscal agent for this grant.

Per the Operating Principles of the Iowa Public Health Gaining Ground Coalition, “organizations or individuals providing services to or contracting with the Coalition must uphold the goal of the Coalition and abide by its operating principles as defined in a service agreement. In addition, such entities must fulfill any requested reporting requirements. If granting funds or contracting for services, the Coalition will determine an objective review and decision making process.”

The work of this contracted position will be executed at $16 per hour not to exceed 16 hours per month without approval of IPHA. This contractor is not an employee of IPHA, and will work independently with direction from the IPHA Executive Director in cooperation with the IPHA President. The independent contractor will maintain his/her own office (including phone, high-speed Internet access and PC computer including the adequate software to complete contract deliverables). Contractor will utilize an IPHA designated email account for association business.