

OPEN FULL-TIME POSITION

Project Coordinator for the Center for Dignity in Healthcare for People with Disabilities

The Center for Dignity in Healthcare for People with Disabilities (CDHPD) is a virtual center with the goal of identifying and reducing life-limiting healthcare inequities for people with intellectual and developmental disabilities (IDD) by improving access to anti-discrimination medical protocols. The Center consists of eight national partners with expertise in IDD, medicine, law, self-determination and family support; and an Advisory Board and Subcommittees that address various medical discrimination issues that individuals with IDD experience.

Responsibilities of Position:

- Work with seven national partner organizations on accomplishing goals and objectives of the grant over a three-year period (Oct 1, 2019 – Sept 30, 2022)
- Develop status tracking datasheets for project tasks
- Develop activities timeline for/of each partner organization and coordinate completion of tasks, including report back to larger coalition
- Plan, schedule and coordinate regular, virtual meetings for a) all partner sites; b) Advisory Board (quarterly) and c) Subcommittees
- Take minutes/notes during these virtual meetings and distribute
- Work with outside contractor to develop website for the Center and develop website content
- Develop update newsletters, social media, and other digital dissemination
- Proofread and edit draft documents
- Develop products as needed (e.g. factsheets, brochures, etc.)
- Develop resource guide (virtual)
- Other tasks as assigned

Ideally, our candidate would have a Master's degree (Bachelor's degree and 3 years work experience in similar position required); feels comfortable working



with multiple partners, some of them high-level professionals (MDs, JDs, etc.); is independent and flexible in his/her/their workstyle; highly organized and detail-oriented; has knowledge in Intellectual and/or Developmental Disabilities (IDD)/healthcare issues related to people with IDD; is committed and passionate about the work to address healthcare inequities

Job can be performed on site or externally

Job may require some work time outside of the 9-5 schedule

Job may require some travel

Position is grant funded

To Apply:

Go to <https://jobs.cincinnatichildrens.org/search/jobdetails/coordinate-health-activities-ddbp/462b6bd1-fb67-4ad5-abfd-cb69d3423c75>

Job Title and Requisition Number: COORDINATE HEALTH ACTIVITIES, DDBP-
Req # 110651

