

JOB DESCRIPTION

POSITION TITLE: COPD COALITION MANAGER

ACCOUNTABLE TO: PROGRAM DIRECTOR

POSITION SUMMARY:

The COPD Coalition Manager is a 1.0 FTE grant funded position. There will be a Coalition Manager based both in Phoenix and Tucson offices, they will split coverage of the state and share responsibilities for organizing the COPD Strategic Planning Meeting, Respiratory Rally in their respective areas and overall operation of the Arizona COPD Coalition.

JOB RESPONSIBILITIES:

- Responsible to conduct statewide outreach to physicians, patients, pulmonary rehabilitation program specialists, health plan representatives, home healthcare companies, oxygen systems manufacturers, hospital systems, community healthcare clinics, and pharmaceutical companies to engage them as active participants in the statewide Coalition.
- Develop, implement and support a formalization and inclusive statewide network for COPD.
- Maintain workgroup within the Arizona COPD Coalition to provide ongoing guidance and feedback for the media campaign, Website, and other public education efforts.
- Responsible for building membership for an ongoing Arizona COPD Coalition.
- Update list of representatives of all sectors (medical, industry, community, and patient) and a regional contact list, identifying individuals involved in COPD or related health or health disparity issues statewide.
- Update culturally competent written materials about Arizona COPD Coalition in English and Spanish.
- Document all steps in maintaining the Arizona COPD Coalition.
- Promote Arizona COPD Coalition meetings through ALAA and COPD Web site.
- Increase collaboration between COPD support groups and TEPP Tobacco/Prevention efforts by recruiting TEPP staff and COPD patients for COPD Strategic Planning meeting, Respiratory Rally and Coalition.
- Recruit small committee to assist with planning COPD Strategic Planning Meeting.
- Plan COPD Strategic Planning Meeting.
- Document all steps in planning the COPD Strategic Planning Meeting.
- Hold bimonthly coalition and workgroup meetings.
- Collect and synthesize surveys from Strategic Planning Meeting participants.

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- Schedule screenings visits in Northeast, Northwest, and Southeast counties, which will include contacting local clinics and respiratory resources in the area to locate a host, recruiting Respiratory Therapists to conduct screenings, etc.
- Coordinate educational materials being distributed to ensure consistency with media campaign messaging and availability in Spanish.
- Promote screenings through ALAA and new COPD Web sites as well as local media outlets.
- Will help to conduct screenings with local Respiratory Therapists.
- Work with clinics and hospitals that host screenings to develop a follow up procedure for individuals who receive an abnormal test result.
- Will ensure participation in Coalition meetings and/or communications from individuals (including those with COPD and their caregivers) and groups statewide.
- Organizing and overseeing the Arizona COPD Coalition.
- Ensure effective coordination of the Arizona COPD Coalition.
- Develop and maintain relationships with community stakeholders and healthcare facilities.
- Assist in advertising Lungs for Life trainings and COPD Educator Course to hospitals, clinics and provider groups.
- Recruit committees to assist with planning of COPD Respiratory Rally.
- Document all steps in planning of COPD Respiratory Rally(s).
- Collect and synthesize surveys from Respiratory Rally(s).
- Assist in planning and implementation of COPD public awareness events- Respiratory Care Week, Great American Smoke out and World COPD Day.
- Travel required.
- Others duties as assigned or deemed necessary.

EDUCATION/EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's degree from an accredited four-year college or university with health related experience.
- Must be self-motivated and work well without immediate supervision.
- Computer literate with working knowledge of Microsoft Word and Excel.
- Strong interpersonal skills.
- Ability to organize and prioritize work to meet deadlines.
- Must be a non-smoker.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

