



**CKD Program Coordinator
The Kidney TRUST**

Job Announcement

REPORTS TO: OPERATIONS COORDINATOR

EFFECTIVE DATE: JULY 2010

COMPANY: THE KIDNEY TRUST

FLSA STATUS: NON-EXEMPT

STATUS: FULL-TIME, PROJECT BASIS (JULY – DECEMBER 2010)

GENERAL PURPOSE OF THE JOB

This position plans and implements community-based Chronic Kidney Disease (CKD) kidney screening events and coordinates required staff and volunteers for those events in collaboration with the Operations Coordinator. This position also functions as a liaison to screening partners.

SUPERVISORY RESPONSIBILITIES

Position has no direct reports. However, position provides on-site supervision and organization of local staff and volunteers for events and exercises significant independent decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities generally reflect the expectations of this position but are not intended to be all inclusive.

Conduct Event Planning and Coordination

- Plan and conduct CKD screening events at employer and community-based locations
 - Provide CKD education at events
- Oversee event site operations including but not limited to coordination and orientation of paid personnel and volunteers
- Research sources for community volunteer recruitment and participate with the Operations Coordinator in the selection process
- Function as TRUST liaison at screening sites with staff of screening site partners, employers, related health organizations, and health plans

Provide Event Support to the Operations Coordinator

- Promote the Kidney TRUST's strategic plans, implement action plans, and ensure day-to-day operations in assigned region including but not limited to:
 - Oversee inventory ordering and storage; coordinate shipping of supplies and equipment to regional events
 - Arrange pre-event details including but not limited to travel, venue logistics, and staff scheduling (both paid and volunteer)
 - Actively seek ways to refine and improve the screening process in both community and employer settings
 - Oversee paid and volunteer staff activities during screening events
 - Conduct ongoing assessments regarding staff and volunteer training, retention and satisfaction

- Implement the roll out and expansion of The Kidney TRUST volunteer orientation program in assigned region including recruitment and orientation
- Maintain HIPAA confidentiality requirements at event sites for consent forms and other documents; submit consent forms and other documents to TRUST as required by applicable policies
- Provide answers to questions and inquiries regarding the TRUST screening program from outside entities

Ensure use of standardized TKT screening system

- Provide regular feedback to Operations Coordinator regarding the ongoing development, refinement and implementation of screening policies, procedures, and systems with a focus on continuous improvement
- Ensure accurate submission of registrations and data entry of screening forms from all TRUST screening events
- Help support and/or coordinate nationwide screening efforts as assigned
- Ensure that all interactions with customers, both internal and external, provide the highest level of service excellence

Other duties and responsibilities as assigned including but not limited to:

- Administrative support of other TRUST activities and fundraising efforts
- Work hours necessary to ensure successful events
- Travel extensively and work on weekends
- Attend team meetings, phone conferences, and training as needed
- Know, understand, and follow teammate guidelines, employment policies, and department or company procedures

MINIMUM QUALIFICATIONS

(Education, licenses, certifications, and experience required to fulfill the essential duties, include computer skills as required)

- Bachelor's degree required
- Minimum of 1 year's event planning experience required
 - Experience managing calendars and making travel arrangements preferred
- Intermediate computer skills and proficiency in MS Word, PowerPoint, Excel, and Outlook required

ESSENTIAL BEHAVIORS, SKILLS, AND ATTITUDES REQUIRED FOR SUCCESS IN THIS POSITION

- Commitment to The Kidney TRUST's mission to reduce the human and economic costs of chronic kidney disease and to the TRUST's values
- Demonstrated resourcefulness and ability to think "outside the box;" ability to apply standardized screening system in a variety of settings and with varying resources
- Strong written, verbal, and interpersonal communications skills including ability to listen attentively and to communicate information clearly and effectively
 - Demonstrated ability to work well with cross-functional groups
 - Demonstrated interpersonal, collaborative, and relationship-building skills; ability to interact positively with internal and external contacts
 - Approachable and open
- Demonstrated time management skills and ability to handle multiple priorities with shifting time frames, and meet deadlines; self-starter with high degree of initiative, urgency, and follow through

- Demonstrated strengths in organizational, attention-to-detail, follow-through, analytical, reasoning, critical thinking, and problem solving skills
- Demonstrated commitment to superior customer service
- Willingness to perform all tasks, from routine to more complex responsibilities
- Professional presence and excellent presentation skills
- Ability to work independently and as a member of a team and to foster a positive work environment

LANGUAGE SKILLS

Fluent in the written and verbal skills necessary to perform successfully the essential functions, duties, and responsibilities of the position.

VISION REQUIREMENTS

Vision adequate to perform essential duties and responsibilities of position.

PHYSICAL DEMANDS

Physical requirements can vary. These must be reviewed with management. However, in general, the position requires the following physical activities:

- Ability to lift minimum of 2 pounds to a maximum of 50 pounds unassisted; able to perform frequent sitting, standing, stooping, walking, stretching, reaching, lifting; moderate range of body motions.
 - Ability to travel frequently and to set up CKD screening sites at health fairs and other public venues required.
- Ability to hear and interact by phone clearly and efficiently.
- Ability to use computer and all peripherals for extended periods of time.

WORK ENVIRONMENT

Level III - Moderate noise (examples: business office with computers and printers, light traffic)

No required tasks involve greater exposure to blood, body fluids or tissues than would be encountered by a visitor. The normal work routine involves no exposure to blood, body fluids or other hazardous conditions. Normal hazards associated with frequent business travel.

APPLICATION PROCEDURES

To be considered for this position, please send a detailed cover letter, resume and salary requirements **by Monday, July 5** in confidence to:

E-mail: jobs@kidneytrust.org

Re: CKD Program Coordinator (required)

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