



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Title: DPP Program Coordinator

Level: Part-Time

Position summary:

The Program Coordinator implements the YMCA Southcoast's Diabetes Prevention Program, builds and strengthens relationships within the community to facilitate program delivery, supervises daily operations related to the program, provides support and guidance to Lifestyle Coaches, and ensures the program achieves quality performance outcomes including ensuring HIPAA Compliance, record keeping and coaching training records. Bilingual preferred.

Essential Duties & Responsibilities:

- Build and manage relationships within the community to facilitate program delivery.
- Develop and strengthen relationships with public health, health care provider, and payor communities (as well as other vested organizations) to build program awareness and to increase program referrals.
- Serve as program ambassador and spokesperson for the press and media.
- Provide regular updates and communication to direct supervisor and present program status to the Board of Directors as requested.
- Engage Y leadership & staff to increase program awareness and facilitate program delivery.
- Respond to inquiries about the program from the public and health care community.
- Develop relationships with key healthcare providers to increase referral relationships.
- Follow up with referring health care providers and payor partners if applicable.
- Recruit, retain, and supervise the Lifestyle Coaches who will facilitate classroom delivery of YMCA's Diabetes Prevention Program.
- Organize Lifestyle Coach training(s), and support coaches in implementing the program.
- Monitor the quality of support that Lifestyle Coaches provide to program participants.
- Serve as Compliance Officer to ensure the program and staff adhere to YMCA's HIPAA policies and procedures and implement HIPAA audits to ensure compliance.
- Manage the program budget, track any financial assistance provided, work with finance staff on funds flow related to the program and ensure financial reports are reconciled.
- Use reporting and quality assurance tools in data system to ensure Y is meeting performance standards.
- Attend the first session of all classes and observe each Lifestyle Coach at least once annually (during their initial 16 weekly session delivery); ensure compliance with program standards.
- Recruit, screen, and enroll eligible participants into the program and into the data system.

- Organize master schedule of classes offered throughout the association and assign coaches to classes in data system.
- Support the documentation of program data within data system ensuring Lifestyle Coaches are meeting data entry deadlines.
- Engage marketing staff to ensure adequate publicity and marketing of the program.
- Assist Lifestyle Coaches with launch of each group and evaluation of the group.
- Provide support to Lifestyle Coaches in using data system.
- Assist with retention and commitment of program participants.
- Participate in various technical assistance opportunities organized by Y-USA to share findings and best practices and to connect with other Ys participating in the program.
- Provide class coverage if needed to prevent a cancelled class.

Qualifications:

A commitment to and support of the Y mission and more specifically, the vision and goals of the Y's focus on health seekers. Must have outstanding communication skills; exceptional organizational skills; a passion for data and details; flexibility; and the ability to build strong relationships, inspire confidence, and work effectively with a wide variety of stakeholders (health care providers, public health officials, employers, payors, health seekers, and senior Y leaders and Lifestyle Coaches). Public health background a plus.

Physical Demands:

Walking, bending, sitting, typing at a keyboard, driving and on occasion lifting up to 30 lbs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may be occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.