

## **Oregon Health Decisions Program Coordinator Job Description**

Oregon Health Decisions, founded in 1981, is a nonprofit, grassroots organization giving people an opportunity to become involved and have a voice in health care policy.

**Position Title:** Crucial Conversations Program Coordinator

**Salary:** \$17 - \$20/hour and flexible benefit program

**Position Specifics:** This is a part-time position starting at 20 hours per week for the first two months and increasing to 30 hours per week in month three. Direction received from the Director of Oregon Health Decisions.

**Location:** This position is based in Washington County and has the flexibility for telecommuting. Position will require statewide travel at times.

### **Overview of Crucial Conversations Project:**

Oregon Health Decisions recently received a three-year grant from the M.J. Murdock Charitable Trust to conduct a pilot program in Corvallis, Oregon and implement a community educational program originally designed by our sister organization, Georgia Health Decisions. This program helps people better understand their options and make their preferences about health care known in advance should they ever become unable to speak for themselves. The grant enables OHD to conduct pilot programs in two test sites and initiate a statewide implementation of the total program. Program activities will focus both on the general public and health care professionals.

### **Primary Purpose of Position:**

The purpose of this position is to coordinate all aspects of the development of a new pilot program as well as statewide implementation of Crucial Conversations.

Primary deliverables include:

1. Plan, organize, coordinate and participate in the development and administration of the Crucial Conversations pilot program.
2. Conduct public forums and informational sessions for Crucial Conversations.
3. Conduct trainings for hospitals, health care facilities, community groups, and others.
4. Promote and assist hospitals and other organizations in the ongoing use of Crucial Conversations.
5. Plan, organize and coordinate marketing efforts for Crucial Conversations.
6. Evaluation and continuation plan for the program.
7. Assist Director with grant reporting.

8. Perform related duties as assigned.

**The ideal candidate will have the following qualifications:**

1. Experienced public speaker
2. Excellent ability to present ideas effectively both written and oral in English
3. Experience developing and implementing training programs
4. Experience and ability facilitating groups
5. Experience and ability working with community groups and volunteers
6. Experience and ability with program planning and budget development
7. Proven ability to fulfill tasks within a given time frame
8. Able to organize work and to work independently
9. Strong interpersonal skills in a team setting and on an individual basis
10. Enthusiastic and presents a positive image
11. Experience with Microsoft Word, PowerPoint and Excel, desktop publishing and the internet
12. Five years related work experience
13. Have a valid driver's license, responsible driving record and a dependable vehicle

**Applications Accepted** until position is filled

**Expected Start Date:** April 2008

**Apply by sending letter of interest and resume to: (No phone calls please)**

Kellie Lapp, Director  
Oregon Health Decisions  
7451 SW Coho Ct. #101  
Tualatin, OR 97062

Or email to: [kellapp@verizon.net](mailto:kellapp@verizon.net) Place PROGRAM COORDINATOR in subject line.

**More information about Oregon Health Decisions see:**  
<http://www.oregonhealthdecisions.org>