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| Job Title: | IN-DOH, DVR-Program  Coordinator | **Region :** | State of Indiana |
| Position Type: | Contract | Job Code/ Req#: | 757628 |
| Location: | Onsite  **Worksite Address:**  2 N. Meridian St., Indianapolis | **Agency Interview**  **Type:** | Phone and in-person |
| **Req. Status:** | Open | **Start Date:** | 02/24/2025 |
| **Expenses Allowed** | No | **End Date:** | 02/23/2026 |
| **No.of Openings** | 1 | **No New Submittals After :** | 02/18/2025 |
| **Max.Submmitals by Vendor Opening :** | 2 | **Send Resumes to :** | resumes@taurusbiz.com |
| **Level/Salary Range:** | $18/hr on C2C |  |  |
| **Requisition Description** | | | |
| **Short Description:** Program Coordinator, Division of Vital Records  **Complete Description:**  As the Program Coordinator, you will be responsible for assisting with the day-today program needs of the Vital Records – Data Quality team. The purpose of this position requires the candidate to be focused on data-driven policy to determine appropriate evidence-based activities directly related to birth, death, and fetal death. This position requires professionalism, confidentiality, and tact when dealing with our internal and external stakeholders.  **Essential Duties/Responsibilities:**  Outreach to our data providers to resolve outstanding records or data quality issues.  Analyze data, error reports, and other validity-related issues.  · Research and compile information on specific aspects of the program such as procedures, needs and policies Ensures that queries, data analysis, and other daily functions are performed Answer basic customer questions about data quality policies and procedures. Receives correspondence, determines appropriate action, and composes replies  · Establish, organize, and maintain current and historical files related to the program. Collect information to help in the preparation of program reports Schedule, prepare, and disseminate all program-related training materials and resources to our Local Health Departments.  · The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee and may change or be reassigned at any time.  **Job Requirements:**  · 2 years of experience in program coordination.  · General knowledge of the program area.  · Working knowledge of applicable legislation, guidelines, agency policy, and professional standards and practices.  · Extensive attention to detail.  · Ability to research and compile specific topics related to the program area.  · Ability to communicate orally and in writing.  · Ability to work under deadline.  · Ability to operate effectively in a group decision-making process.  · Tact in dealing with other agency personnel and the public.  **Working Conditions:**  This role performs work in a standard office environment.  **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | Strong Microsoft Excel Experience, including preparing spreadsheets, reports, Pivot tables. | Required | 4 | Years | | Prior experience working with  statistics/data including formulating reports utilizing the data. | Required | 3 | Years | | Prior experience keeping meeting minutes/notes. | Required | 1 | Years | | Prior customer service experience | Required | 5 | Years | | Strong data entry experience | Required | 5 | Years | | Experience with Microsoft Office (Outlook, Word, Excel, Teams) | Required | 5 | Years | | Ability to communicate effective and professional, both verbally and in writing, to multiprofessional agencies. | Required |  |  | | Ability to think critically and problem solve | Nice to have |  |  |   **Questions:**   |  |  | | --- | --- | |  | **Description** | | **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement? | | **Question 2** | Please list candidate's email address. | | **Question 3** | Please list the city and state where candidate currently resides. | | **Question 4** | Work hours are 8-4:30 pm daily. 37.5 hours per week. Do you accept this requirement? | | **Question 5** | Reference check will be performed. Please ensure the candidate resume includes their most recent employer's contact information. Do you accept this requirement? | | **Question 6** | This position is a 1-year engagement with the possibility of renewal. Do you accept this requirement? | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 02/12/2025 |
| **Approved By:** | Ram S | **Date:** | 02/12/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 02/12/2025 |