



Company: Prevent Blindness Wisconsin

Job Title: Community Health Coordinator

Job Location: 731 N. Jackson Street, Suite 405, Milwaukee, WI 53202

Type of employment: Full-Time

Organization Overview: Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults and families through early detection of eye conditions to prevent blindness and preserve sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision. Our vision is for each Wisconsin resident to have healthy vision at every stage of life.

Position Summary

The Children's Vision Health Coordinator is key to Prevent Blindness Wisconsin's success and requires a highly organized, detail oriented, and motivated person. The Coordinator's primary role is to assist with existing Children and Adult Vision Health Programs and public vision health education statewide. The Coordinator will contribute directly to existing and new children and adult vision health partners and clients by coordinating and supporting partnerships, public education and case management.

The Coordinator will support and maintain existing and new partnerships with: School-age partners (school nurses), HOSA's, Universities, Lions and specified adult partners.

Key Job Responsibilities

Work as member of the team to support the programs and operation of Prevent Blindness Wisconsin.

- Monitor and maintain Children's Certified Vision Screening Certification Program (online).
- Schedule and conduct Children and Adult Certified Vision Screening Trainings (online or in-person) as requested by partners (school nurses, Lions, HOSA's, universities, and specified adult partners).
- Conduct Children and Adult Vision Screening Certification Skills Checks for eligible partners.
- Train and certify HOSA/Health Occupation student volunteers and support our partnerships.
- Support School Nurse/Lions /High School/Universities and specified adult partnerships in collaboration with the Director of Community Health (DCH).
- Coordinate, monitor and support university program lifespan vision screening certification and skills checks.
- Coordinate and support vision screening program implementation with university program partners to assist School nurses and childcare centers statewide.

- Coordinate with the DCH and CEO to ensure quality vision screening certification programs/materials.
- Coordinate and participate in statewide conferences such as WASN.
- Create and assist with school-age program resources and materials for vision health stakeholders and families statewide.
- Provide program and expense reporting to meet grant-funded program objectives and other requirements.
- Coordinate with DCH to enter and report program activities consistent with the agency format.
- Support and assist with lifespan vision health public education campaigns statewide.
- Enter children and adult vision screening data and follow-up results into Salesforce.
- Support vision care navigation and case management for referred clients and families.
- Attend local children's vision screenings, as needed.
- Attend local adult vision screenings, as needed.
- Oversee PBW's Success Story campaign.
- Monitor and maintain PBW's Healthy Eyes Program throughout the state.
- Perform other duties as assigned.
- The CHC will report to the Director of Community Health.

Essential Skills/Qualifications:

- Excellent typing skills with a high degree of accuracy.
- Strong working knowledge of Excel, Word, letter merges, PowerPoint, Outlook, and the Internet.
- Previous non-profit experience a plus.
- Understand the importance of accuracy when entering and inputting client data.
- Bachelor's degree in Public Health and/or Health Education, healthcare related field or Social Work (preferred).
- Ability to work with client information, records, and communications with accuracy and confidentiality.
- Ability to create and adhere to schedules and deadlines.
- Highly organized, able to prioritize and complete multiple tasks.
- Attention to detail.
- Trustworthy, reliable team player who can both work independently and support team programs.
- Ability to work a full-time schedule with some nights and weekends to support Fundraising Events and Community Outreach Events.
- Hold a valid Wisconsin's Driver's license—car insurance required.
- A background check and professional references are required.

Position is based in Milwaukee Office, approximately 37.5 hours per week Monday-Friday 8:00am – 4:30pm.

Compensation: Starting salary commensurate with experience. Prevent Blindness Wisconsin offers a generous benefits package including: health/dental/vision benefits, paid vacation and sick time, paid holiday, retirement plan and parking.

To Apply: Submit a resume and letter of interest via email with the Subject "Community Health Coordinator" to Breanna Reckamp at breanna@pbwi.org.