

# Wisconsin Association for Perinatal Care

## Position Description

**Position Title:** Quality Improvement Project Manager

**Supervisor:** Deputy Executive Director—Programs

**Full-Time Equivalency (FTE):** 0.8 (32 hours/week)

This is a grant-funded, salaried position. We can potentially be flexible with the FTE in order to hire the best fit for the position.

The position works collaboratively with both internal and external stakeholders to improve perinatal care in Wisconsin. The position requires involvement with WisPQC and WAPC.

WAPC is an individual membership, multidisciplinary organization founded in 1970 with the purpose of promoting perinatal health for all mothers and infants in Wisconsin ([perinatalweb.org](https://perinatalweb.org)). The vision of the Wisconsin Association for Perinatal Care (WAPC) is a world in which every baby is born healthy, wanted, and into a family prepared to nurture, love, and support. WAPC is a founding partner of and provides administrative support to the Wisconsin Perinatal Quality Collaborative (WisPQC). (For more information: <https://perinatalweb.org/>)

WisPQC was formed in August 2014 with a mission to “improve perinatal health outcomes and equity across the continuum for all women and infants in Wisconsin” ([wispqc.org](https://wispqc.org)). WisPQC members are organizations and agencies. WisPQC has launched initiatives focused on maternal hypertension and human milk feeding. This grant supports initiatives addressing women with opioid use disorder and their infants. (For more information about WisPQC: <https://wispqc.org/about/>)

### Duties and Responsibilities

- Recruit sites for quality improvement activities related to opioid use during pregnancy and in the newborn period
- Recruit organizations for the Wisconsin Perinatal Quality Collaborative (WisPQC)
- Work within a team to develop and coordinate activities of WisPQC and its initiatives. Activities may include, but are not limited to, facilitating meetings, processing data, preparing presentations and reports, and evaluating WisPQC and its initiatives.
- Contribute to the overall success and sustainability of WisPQC

## Knowledge and Abilities

### Required:

- Knowledge of principles and practices of quality management, quality improvement, and quality assurance in a public health care setting
- Strong planning, organizing, and priority-setting skills, and the ability to balance the priorities of concurrent projects
- Analytical problem solving skills
- Leadership skills and the ability to take initiative as a member of a team
- Interpersonal sensitivity
- Ability to lead and facilitate diverse groups
- Experience establishing cooperative working relationships with a variety of persons and organizations/agencies
- Proficiency with Microsoft Office Suite, particularly PowerPoint; familiarity with GoToMeeting® or other virtual meeting program; and/or willingness and ability to learn new software
- Excellent oral and written communication skills
- Interest in continuing to learn and grow in this position through professional development opportunities and by taking on new challenges within the organization

### Desirable:

- Knowledge of evaluation methodologies
- Awareness of theories and techniques of qualitative evaluation, data analysis, and organization and management analysis
- Experience in health care administration, including: program evaluation, planning, or quality improvement

### Other Requirements:

- Willingness to travel throughout Wisconsin as needed for meetings and events. Must provide own transportation. Mileage reimbursement available.
- Commitment to the missions of WAPC and WisPQC

To apply, send a cover letter and resume to WAPC at [wapc@perinatalweb.org](mailto:wapc@perinatalweb.org), Attention: K. Mounts. Include in the cover letter 1) specific examples of how you meet the above requirements, and 2) additional attributes and skills you would bring to this role.

The position will be open until filled. The first round of applications will be reviewed on January 22, 2018.