

UNIVERSITY OF MICHIGAN HEALTH SYSTEM

TITLE: PARENT COORDINATOR

BASIC FUNCTION AND RESPONSIBILITY

- Envision, establish and coordinate family centered care programs in the unit to provide better services to Holden NICU families, graduates and staff.
- Develop and coordinate support to families in the unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Establish and coordinate family centered care programs on the unit such as Family Faculty Program, First Friday NICU Family Night, Family Virtual Tour Website, Annual Holden Graduate Family Reunion, Family Library Cart, Holden database, Holdengrads.com website, and Parent/Staff, Chair Massage Program.
- Facilitate and support the Holden NICU Family Advisory Council
- Develop and coordinate support to families in the unit.
- Develop, coordinate and facilitate weekly Scrapbooks & Snacks parent gatherings.
- Participate on unit committees (Holden NICU FCC Committee – Co-chair, Vermont-Oxford Team, Holden NICU C&W Design User Group)
- Participate on hospital wide committees (Mott FCC, Breastfeeding Support Committee, Mott C&W Design)
- Model and share Holden FCC philosophy and practices with Mott, UMHS and other hospitals, using the resources of the Institute for Family Centered Care.
- Write grants and implement funded projects such as the production and distribution of the Family Virtual Tour
- Coordinate Family Open Houses and purchase of gifts for families at holiday times.

SUPERVISION RECEIVED

General supervision is received from Holden NICU Clinical Nurse Manager/Supervisor.

SUPERVISION EXERCISED

Guidance and training of parent volunteers for Parent Mentor Program and Family Faculty Program. Facilitation of weekly Scrapbooks & Snacks parent gatherings. Co-chair of unit FCC Committee.

QUALIFICATIONS FOR PARENT COORDINATOR ROLE

- Bachelor's degree desired or an equivalent combination of education and experience.
- Graduate parent of NICU infant experience.
- Demonstrate excellent interpersonal skills, problem-solving and visioning skills.
- Demonstrate excellent time management skills to include organizational ability and interest in working independently.
- Demonstrate interest and initiative in learning opportunities such as IFCC, Vermont Oxford and Graven NICU Environment seminars and conferences.

FUTURE GOALS

Continue to expand, develop and train for the Parent Mentor Program, expand Family Faculty Program, provide FCC Model for Mott and UMHS Units. Promote and adopt Vermont Oxford FCC Better Practices, develop Kangaroo Care support, Antepartum Support Program, develop Keepsake Photo Project.