

Tasks

<p>E-1 Document information on the coaching program for outcome measurements and evaluation of effectiveness</p>	<p>E-2 Communicate with internal and external clients</p>	<p>E-3 Facilitate classes, meetings, etc. with individuals and groups</p>	<p>E-4 Develop marketing materials, e.g., newsletters, etc.</p>
<p>E-5 Collaborate with other hospital units and managers to market the program</p>	<p>E-6 Represent the hospital with outside agencies and organizations</p>	<p>E-7 Develop strategies and plans for sustaining coaching services</p>	<p>E-8 Maintain currency with hospital policies</p>
<p>E-9 Recruit participants for the program</p>	<p>E-10 Track expenses</p>	<p>E-11 Collaborate with educational training providers on curriculum modification/accommodations</p>	<p>E-12 Respond to grants</p>
<p>E-13 Participate in personal and professional development</p>	<p>E-14 Present program initiatives to hospital administrators/decision-makers</p>	<p>E-15 Manage grant requirements</p>	<p>E-16 Survey clients and supervisors to evaluate satisfaction/ effectiveness</p>

Knowledge and Skills

<p>E-A Working knowledge of outcome measurement theory and practices</p>	<p>E-B Familiarity with basic marketing techniques</p>
<p>E-C Familiarity with hospital SOPs (spell out)</p>	<p>E-D Familiarity with strategic planning</p>
<p>E-E Maintain high degree of professional ethics</p>	<p>E-F Working knowledge of recruitment strategies and program implementation</p>
<p>E-G Familiarity with financial health of the organization</p>	<p>E-H Good facilitation skills</p>