

# Living Well Workshop Coordinator Position Description



The Living Well Coordinator is key for the successful implementation of the Self-Management Resource Centers (SMRC) self-management programs; the Chronic Disease Self-Management Programs (CDSMP) known in Utah as the Living Well with Chronic Conditions programs. The Living Well Coordinator is the organization's main contact for implementing and managing all aspects of SMRCs self-management programs as well as the main contact for communicating with the Healthy Aging Program (HAP). Outlined below are the basic roles of a **Living Well Coordinator**:

- **Recommended dedicated time:** The Living Well Coordinator position should not be an add-on for an already busy person. It is recommended that this position be part of a job description.
- **Schedule workshops:** Find and reserve community or organizational sites to host workshops. Create a workshop calendar (preferably year-long) that outlines scheduled workshops and share with HAP.
- **Recruit and manage Peer Leaders:** Identify and recruit ideal Peer Leaders following Stanford guidelines and assist with the Peer Leader application and registration process for the four day Living Well Peer Leader training. Maintain contact information for all leaders and coordinate two leaders for every scheduled workshop. Obtain supervisor's approval for Peer Leaders who use staff time to lead workshops. Coordinate stipends for volunteer Peer Leaders. Manage base of Peer Leaders with respectful communication and recognition whenever possible.
- **Recruit participants:** Coordinate marketing and promotion efforts to find and register 10-15 participants for each Living Well workshop. Begin promotion at least a month in advance for a scheduled workshop. Consider suggestions and guidance found in the Coordinator Handbook, the Living Well Coordination Workgroup, and from HAP staff. Be the point contact for interested persons calling and wishing to register into your organization's scheduled workshops (your name and number will be listed on promotional materials) or communicate with the HAP who the contact person will be for registering participants.
- **Maintain program fidelity:** Be familiar with and maintain SMRC's program fidelity requirements.
- **Order materials:** Order books from Bull Publishing (see Implementation Guide, Pg. 6) and compile all program materials necessary to hold a workshop.
- **Submit Data and Paperwork:** Gather and submit workshop data (individual data form and attendance form) to HAP within 10 days after the end of a workshop.
- **Follow security and privacy protocols** for personally identifiable information of participants, and ensure Peer Leaders do the same.
- **Secure Program License if applicable.** If your organization is not working under the HAP's statewide license; communicate with Stanford to purchase a license to hold workshops.
- Attend the **Living Well Coalition** meetings if possible.
- Reach out to and communicate with HAP for any technical assistance needs or questions.
- **Be familiar with the Living Well program.** It is strongly recommended that the Living Well Coordinator be trained as a Living Well peer leader, although this is not required.
- Read the **Living Well with Chronic Conditions Implementation Guide**, and review/refer to it as often as necessary.
- **Conduct program evaluations when applicable.** Administer and gather participant satisfaction surveys, health outcomes surveys, and other HAP surveys.
- Serve as the **Emergency Contact** to cover workshops when one of your Peer Leaders cannot lead a workshop, falls sick, or in the case of emergencies or questions.
- Receive periodic **site visits** from the HAP for any support, assistance, or coordination.
- Receive periodic **site visits** from Master Trainers for fidelity checks.