



Job Code: 0028

Grade: 24

HCWR: N

Job Title

Program Manager (Syndemic)

Department

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Program Manager is responsible for case investigations, surveillance activities and outbreak investigations in the Communicable Disease (CD) Unit's Tuberculosis (TB) Program, Sexually Transmitted Infections/Diseases and (STI/HIV) Program, and hepatitis C program. They will provide direct supervision to epidemiology/health educator staff working within these programs. The Program Manager collaborates with Enhanced Surveillance and Informatics staff to produce periodic data reports and works closely with CD leadership team to develop and implement holistic infection prevention initiatives to reduce morbidity and mortality among persons at risk for TB, STI/HIV and hepatitis C. The Program Manager assists relevant program staff in meeting performance standards established internally and by the Illinois Department of Public Health. The Program Manager helps staff enforce rules and regulations pertaining to communicable disease control, providing information to healthcare professionals on reporting requirements and control measures for communicable diseases.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Serves as the Program Manager for TB, STI/HIV, and hepatitis C (HCV) programs in the CD Unit
- Works with staff to direct investigations and follow-up activities involving tuberculosis cases, sexually transmitted infections, HIV cases and hepatitis cases
- Manages clusters and outbreak investigations for TB/STI/HIV/HCV in cooperation with the Illinois Department of Public Health and/or other entities (e.g., Centers for Disease Control and Prevention) as necessary
- Oversees the collection, reporting, analysis and collaborates with CD leadership staff to generate periodic data reports
- Develops and monitors a central data repository for health indicator data specific to tuberculosis, sexually transmitted diseases, HIV/AIDS and hepatitis. Assures quality of agency service and health status data reports. When appropriate, presents area and community health data and analytical findings at local, state and national meetings
- Assists, as appropriate, in all CD-approved research projects including, but not limited to, tuberculosis, sexually transmitted diseases, HIV/AIDS and hepatitis C
- Assists CD leadership in the recruitment, training, supervision, and evaluation of all staff in the CD Unit, but especially those working in TB and STI/HIV programs
- Monitors case investigation and follow-up for communicable diseases to ensure that they are conducted in accordance with IDPH standards and procedures, including completeness, validity, and accuracy
- Develops, monitors, and implements productivity metrics and quality projects in collaboration with CD team
- Develops and maintains protocols and procedures
- Coordinates activities with staff from other service units, especially in relation to TB/STI/HIV/HCV and community outreach, collaboration and education
- Makes recommendations to health care professionals concerning appropriate control and prevention strategies related to treatment of persons exposed to these various communicable diseases
- Available for "on-call" duties for communicable disease emergencies on evenings and weekends
- Performs other duties as assigned



Minimum Qualifications

- Master's degree or higher in epidemiology or biostatistics from an accredited college
- Four (4) years professional experience in communicable disease prevention and control in tuberculosis, STI/HIV, hepatitis, or another communicable disease program with Two (2) years of direct supervisory experience
- Proficiency in Microsoft Office (Word, Excel, Access and PowerPoint)
- Proficiency in SAS, R, Python or other software/packages used in data science and/or for data analyses
- Position may require local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation

Preferred Qualifications

- Experience conducting field investigations
- Experience using geographical information systems software (GIS)
- Experience producing regular surveillance reports
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of infectious disease epidemiology and basic statistics
- Knowledge of computer software packages including word processing, database and spreadsheet software
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to elicit information from and provide information to clients with a variety of educational, social and ethnic backgrounds

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.