



Job Code: 0759

Grade: 23

HCWR: N

Job Title

Violence Prevention Program Coordinator

Department

Trauma Administration

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

Job Summary

The Violence Prevention Program Coordinator collaborates with Violence and Injury Prevention Program of the Department of Trauma to disseminate violence prevention information and build partnerships with faith community leaders to address violence and its aftermath in communities served by John H. Stroger, Jr. Hospital of Cook County. Provides leadership for program development, program implementation, research development, and fund-raising activities. Develops educational curriculum and conducts outreach to faith leaders, faith communities, and community organizations to develop violence prevention strategies and interventions to support families, individuals and communities impacted by violence and traumatic deaths. Develops educational curriculum for Trauma medical residents, nurses, and other staff. Provides primary assessment and care to trauma patients and families regarding health, mental health and spiritual needs. Offers professional spiritual, palliative care, emotional, and bereavement interventions as appropriate. Completes assessments regarding the impact of trauma, spirituality, and risk for further injury and/or retaliation violence. Hires and supervises project staff, volunteers, students, and residents - master's level social work and/or seminary students.

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

- Provides primary assessment and care to trauma patients and families regarding health, mental health and spiritual needs.
- Offers professional spiritual, palliative care, emotional, and bereavement interventions as appropriate for trauma patients, families and staff.
- Completes assessments regarding the impact of trauma, spirituality, and risk for further injury and/or retaliation violence.
- Develops and executes plan of care, keeps record of activities and makes recommendations to interdisciplinary team.
- Hires and supervises project staff, volunteers, students, and residents - master's level social work and/or seminary students.
- Prepares written reports and presentations regarding activities and program elements.
- Develops and implements educational curriculum for Trauma medical residents, nurses, and other staff.
- Provides leadership for program development, program implementation, research development, and fund-raising activities.

Minimum Qualifications

- Master of Divinity (MDiv) and a Master of Social Work (LCSW, MSW) or Master's degree in a related field of counseling
- Must have a minimum of four (4) units of clinical Pastoral Education or have completed a Residency program
- Licensed or eligible for Board certification by the Association of Professional Chaplains
- Five (5) years of experience in program development and management and hospital-based chaplaincy
- Demonstrates competence in MS Word, Excel, & PowerPoint

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and demonstrated competence in MS Word, Excel, & PowerPoint



Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service and empathy skills
- Strong interpersonal and decision-making skills
- Strong project management skills

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.