



**Job Code:** 7862

**Grade:** 19

**HCWR:** Y

**Job Title**

Project Coordinator, CHIL Transitional Care

**Department**

Ruth M. Rothstein CORE Center

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

**Job Summary**

The Project Coordinator oversees and manages The Chicago HIV/AIDS Interactive Linkage (CHIL) Transitional Care Project, a reengagement program designed to support and aid HIV positive individuals who are out of care bringing them back into care. The program operates within the Medical Institutions in Illinois Medical District and Mt. Sinai Medical Centers. Planning, organizing, and executing the day-to-day events of Project Site Navigators and other personnel to ensure a smooth transition of clients to their Patient Centered Medical Homes (PCMH) are primary responsibilities. Monitoring project goals and objectives and evaluating performance and quality of provided services are additional responsibilities.

**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**

- Oversees the hiring, discipline and overall performance of staff, including staff who provide education services and resources to ensure reengagement in care for People Living with HIV/AIDS (PLWHA).
- Serves as the contact person and facilitator for network meetings and communication and plans, organizes and executes the day-to-day events of site personnel ensuring a smooth transition of clients to their PCMH.
- Monitors project goals and objectives and evaluating performance and quality of provided services are additional responsibilities.
- Convenes regular meetings with internal and external stake holders regarding service delivery and implementation.
- Monitors program components to include but not limited to real-time alerts, navigation scopes and data collection.
- Manages and analyzes data elements and submits reports to key stakeholders on a regular basis.
- Evaluates and assesses need for refinement of services area model and staff configuration on a routine basis.
- Oversees staff that provides education services and resources to ensure reengagement in care.
- Facilitates and promotes timely problem identification, analysis and resolution.
- Travels and collaborates with participating institutions to ensure standards and quality of care across the network.
- Uses independent judgement consistently to identify operational staffing issues and needs.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree in nursing, social services or public health care administration
- Three (3) years of clinical experience in a health care or social service field
- Two (2) years of supervisory experience

### **Preferred Qualifications**

- Master's Degree in nursing, public health care administration, or social service from an accredited college or university



**Preferred Qualifications**

- Licensed as a Registered Professional Nurse or Social Worker in the State of Illinois
- One (1) year of experience working with HIV clients
- Previous experience in an ambulatory or outpatient clinic setting
- Bilingual

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of HIV, its treatment, and preventative measures.
- Knowledge of regulatory standards in the healthcare industry.
- Knowledge of modern management and supervision practices and the ability to apply them in the workplace.
- Strong knowledge of Microsoft Office Word and Excel.
- Written and oral communication skills necessary to clearly communicate with all levels of staff, assist in the development of plans and programs, clearly explain results of audits, and make recommendations for improvement.
- Interpersonal skills necessary for consensus building and to work with and promote positive, collaborative, professional, and customer focused working relationships with all levels of staff and a diverse patient population.
- Strong initiative and leadership skills.
- High numeracy and sound technical skills.
- Excellent analytical, critical thinking, negotiation, persuasion and decision making and time management skills.
- Ability to identify operational staffing issues and needs.
- Ability to identify process improvements and make sound recommendations and implement same.
- Ability to supervise others, review and manage assignments of various complexity and multi-task under conditions of stress and limited timetables.
- Ability to lead in a dynamic health care environment, as part of a health system undergoing transformation while expanding into new offerings and markets.
- Ability to relate to staff with various levels of training and education as well as of diverse background and national origin.
- Ability to handle highly sensitive information with absolute confidentiality and professionalism.
- Ability to deal with ambiguity and work collaboratively in a team environment.
- An excellent listener, who is tough-minded and will offer critical review, but with a strong sense of partnership.
- Ability to successfully manage and organize multiple priorities in a fast paced, stressful environment while meeting deadlines and established guidelines.



**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.**