



Job Code: 8065
Grade: 24
HCWR: N

Job Title
Executive Director of HIV Services

Department
Administration

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

Job Summary

The Executive Director of HIV Services is responsible, under the supervision of the Chief Operating Officer, Ambulatory Services, for the leadership and operational effectiveness of the health system strategies supporting care of persons living with or at risk of HIV/AIDS infection (PLWHA). In collaboration with the Chair of the Division of Infectious Diseases and the Senior Director of HIV Services for Cook County Health & Hospitals System (CCHHS), this position will provide oversight, leadership and direction of all HIV Services provided in the system. This includes the administration of operations to ensure compliance with the established CCHHS mission and strategic goals. This position is responsible for developing strategies, oversight, integration and implementation of care services for these individuals across all aspects of the health system, through relationships with other system entities including public health, integrated care management and CountyCare. Working closely with the Office of Innovation and Programmatic Services, the Director shall seek and effectively oversee extramurally funded programs that achieve comprehensive quality care for at-risk populations. With the Chair of the Division of Infectious Diseases and the Senior Director HIV Services for CCHHS, this position will improve these programs by guiding the transition to an HIV service program that is fully integrated across CCHHS, improving engagement and retention in care for PLWHA using a primary medical home model, redeploing Cook County/CORE HIV Integrated Program (CCHIP) clinical and administrative staff to ensure timely and reliable access to primary and specialty care in the areas where PLWHA live, improving screening, prevention and treatment of HIV, viral hepatitis and other sexually transmitted infections across all CCHHS clinical care sites, and improving collaboration with non-CCHHS healthcare providers, public health entities and relevant community-based organizations as appropriate to achieve these goals more broadly in the Chicago area, in accordance with strategies emerging from the Illinois Getting to Zero (zero new HIV infections) Campaign.

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



General Administrative Responsibilities

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

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

- Leadership
- Collaborates in implementing the overall mission, vision, direction, strategies, budget priorities, and operational plans for system-wide HIV care integration
- Leads activities that will improve engagement and retention in care for PLWHA
- Deploys all HIV-focused clinical and administrative staff to ensure timely and reliable access to primary and specialty care for patients within their communities
- Collaborates with non-CCHHS healthcare providers, public health entities and relevant community-based organizations as appropriate to achieve these goals in the region in accordance with population health strategies
- Achieves and assures standards of care required for patient-centered medical home certification for PLWHA and at-risk populations across the health system
- Works with his/her reports to ensure that the vision and mission of CCHIP are consistent with System goals
- Effectively communicates to key clinical and operational staff as well as external audiences
- Develops and maintains effective working relationships with internal and external stakeholders.
- Models respectful customer focused service



Typical Duties

- Promotes teamwork and cooperation needed for success in these objectives
- Represents system HIV services to external agencies: community, Public health, and HIV/AIDS Service agencies
- Administration
- Monitors and evaluates ongoing operations and develop strategies to maintain sound operations
- Oversees development and enforcement of policies and procedures that will improve patient care, increase revenues, increase efficiencies and increase departmental effectiveness
- Assures compliance with the Joint Commission, IDPH and other regulatory standards
- Works within system and with external funding agencies to optimize extramural funding for programmatic services
- Oversees integration of values and visions of quality assurance into the operations for process improvement to achieve high reliability, maintain a culture of safety ensure positive patient experience
- Works with CORE Foundation board to maintain a positive community reputation for system services and to identify areas for Foundation support of programs and services
- Clinical Practice Management
- Supervises and assists clinical department heads to ensure that clinical and administrative practices support and are compliant with CCHHS and extramural regulatory policies and requirements
- Guides practice to align with System's strategic initiatives
- Ensures adequate availability and patient access to specialty medical, dental and ancillary services across the system
- Assures culturally competent service that contribute to a positive patient experience
- Resource Utilization
- Oversees planning and preparation of the annual budget which aligns with the goals and objectives of the System strategic plan
- Manages HIV services operating and capital budget; monitoring personnel and general expenses, achieving volume projections and revenue targets and responding to variances
- Oversees the development and monitoring of practice productivity and quality standards for clinical services
- Oversees preparation of extramural grant applications and grant renewals
- Responsible for grants execution and ongoing monitoring to achieve objectives
- Oversees development and utilization of grant program budgets to ensure effective use and application of all fiscal resources for quality patient care and service
- Works closely with system Ambulatory leadership to assure necessary resources for patient care
- Achieves patient care and financial goals for system-wide HIV care
- Oversees priority areas for CORE Foundation financial supports and administration of those efforts

Reporting Relationship

Reports to the Chief Operating Officer, Ambulatory Services



Minimum Qualifications

- Master's Degree or higher in Business, Hospital, Health System, Public Administration, Public Health or a related field
- Minimum of ten (10) years of operations experience in health care industry
- Five (5) years of progressive supervisory or managerial experience
- Minimum of Five (5) years of work experience in addressing the needs of persons living with HIV/AIDS

Preferred Qualifications

- Experience with relevant outpatient health care regulatory agency (e.g., Joint Commission, Center for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH)
- Knowledge/experience in obtaining extramural funding
- Prior experience developing, implementing and evaluating programs
- Experience working in large health system, safety net system or academic medical center
- Demonstrated leadership, motivation, and inspirational qualities

Knowledge, Skills, Abilities and Other Characteristics

- A strong track record in strategic planning, operations improvement, and financial. Ability to execute the strategy in a reasonable period of time, developing the policies and procedures required, and obtaining the necessary IT systems to support the operations and strategy. Effective communication skills with employees, physicians, unions, management, government officials, donors, the media and the public. Effective interpersonal and negotiating skills to gain understanding, approval and support at all levels for his/her initiatives.
- General office environment where work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

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.