



Job Code: 8941

Grade: 21

HCWR: N

Job Title

Community Mobilization Coordinator, Bilingual

Department

Public Health

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

Job Summary

In alignment with the vision of the Cook County Department of Public Health (CCDPH), this position will be responsible for cultivating relationships with community and working with community-based organizations (CBOs) to advance community health solutions and health equity.

Typical Duties

- Co-designs community and/or worker centered bi-directional, collaborative systems with partners.
- Oversees activities of a select number of CBOs to ensure alignment and advancement towards successful implementation of initiative objectives and fiscal compliance. CBOs may be awarded funding to:
- Conduct effective public health education and outreach efforts to priority communities and populations.
- Provide resources to support residents with health and wellness.
- Address other social and economic impacts, such as housing instability and lack of food.
- Formalize with CCDPH ways in which the department works hand-in-hand with community.
- Provides or coordinates technical assistance to CBOs (e.g., related to communications, reporting, evaluation, etc.).
- Ensures CBOs effectively implement communications and media plan.
- Develops and presents materials to local government, community institutions and other key organizations to raise awareness and support for the initiative and related activities.
- Creates content and/or materials (e.g., fact sheet, resource materials) to support communication efforts.
- Tracks ways in which CBOs are advancing health equity. Manage project databases for monitoring and evaluation purposes; prepare reports as needed.
- Works with CCDPH staff and community-based organizations to ensure successful, coordinated and timely implementation of the initiative.
- Supports day-to-day project operations.
- Perform other duties as assigned.



Minimum Qualifications

- Bachelors degree or higher in Public Health, Public Administration, Social Work or other related field from an accredited college or university
- Two (2) years of experience managing a program in community health and health promotion (experience may include the span of an internship)
- Proficient in using Microsoft Office programs
- Must be trained and certified in NIMS FEMA ICS-100, 200, 700 and 800 management within six (6) months of employment.
- Position requires moderate travel for which the employee must have a valid driver's license in good standing and access to an insured vehicle
- Must be able to work flexible hours outside of a usual day shift schedule that may include evenings and weekends
- Bilingual (Assessed prior to hire)

Preferred Qualifications

- Master's degree in Public Health, Public Administration, Social Work or other related field from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and demonstrated experience with applying health promotion theory, using evidence-based or best practice strategies; management including areas of program planning and evaluation, as well as grant management.
- Knowledge and understanding of principles of health communication, including social marketing and determinants of community health and how to build local capacity.
- Familiarized with the geographical region to provide contract tracing throughout Cook County . 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
- Excellent interpersonal skills
- Ability to plan, coordinate and manage with strong organizational skills
- Ability to cultivate and manage key relationships/stakeholders, as well as lead and facilitate group process
- Ability to effectively work independently and as part of a multidisciplinary team.
- Ability to build a logical approach to address problems or opportunities
- Ability to manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources.
- Ability to maintain a positive outlook, motivate self and team to work constructively under pressure Ability to respond resourcefully when challenges arise and accept responsibility for actions, learning and change
- Ability to direct and manage change
- Demonstrated commitment to health equity and social justice.



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.