



Job Code: 9124
Grade: 23
HCWR: N

Job Title
Community Engagement Manager

Department
Public Health

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

Job Summary

Aligned with the mission and vision of the Cook County Department of Public Health (CCDPH), the Community Engagement Manager is responsible for the management and coordination activities across Suburban Cook County that addresses current and emerging public health issues and advance health equity. The Community Engagement Manager will maximize coordination and promotion of corresponding efforts at all levels.

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

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

- Leads and coordinates personally, or through direct reports, activities, programs and initiatives across suburban Cook County that support and advance health equity.
- Provides direct supervision and technical assistance to staff.
- Directs efforts to raise awareness of CCDPH activities, programs and initiatives, including development of resource materials.
- Ensures training and communication needs in support of local initiatives
- Ensures coordination with other leaders and alignment with CCDPH's strategic direction.
- Facilitates assessment and evaluation to track advancement of activities, programs and initiatives.
- Manages systems and project databases for monitoring and evaluation purposes; Prepares reports as needed.
- Reviews reports and records of activities, programs and initiatives to ensure progress is being accomplished toward specified objectives and modifies or changes methodology as required to redirect activities, programs and initiatives and attain objectives.
- Supports implementation of communication plans with internal and external key stakeholders and partners. This may include the identification and writing of success stories.
- Participates in meetings and work collaboratively with CCDPH leadership and staff to ensure successful, coordinated and timely implementation of activities, programs, and initiatives.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree or higher in Public Health, Public Administration, Social Work or other related field from an accredited college or university with five (5) years of experience managing a program in public health, advocacy, public policy, social services, community organizing or related field
- Two (2) year of experience supervising or managing staff
- 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

Preferred Qualifications

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

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of applying health promotion theory and/or advancing policy, systems and environmental change, using evidence-based or best practice strategies.
- Knowledge and demonstrated use of principles and practice of management including areas of personnel management, program planning and evaluation, and grant management.



Knowledge, Skills, Abilities and Other Characteristics

- Excellent written/verbal communication skills (including public speaking).
- Experience with diverse communities and family/community outreach.
- Knowledge of age- and culturally- appropriate messaging.
- Strong computer skills in using Microsoft Office programs.
- Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.
- Familiar with the responsibility of local governments, community institutions, and school districts/schools, etc.
- Demonstrated commitment to social justice and healthy equity.
- Understands principles of health communication, including social marketing and media advocacy.
- Understands determinants of community health and how to build local capacity.
- Ability to plan, coordinate and manage with strong organizational skills.
- Ability to cultivate and manage key relationships/stakeholders, as well as to 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; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Approaches analysis with an unbiased, impartial view.
- Ability to maintain a positive outlook, motivate self and team to work constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change.
- Must be available for work in the evenings or weekends, as needed.

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.