



Job Code: 9127
Grade: 24
HCWR: N

Job Title
Director of Health Equity

Department
Public Health

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

Job Summary

Aligned with the mission and vision of Cook County Health (CCH) and the Cook County Department of Public Health (CCDPH), the Director of Health Equity is a key player of the CCDPH Executive Team and responsible for leading and evaluating strategies that build internal capacity and infrastructure to advance equity; fosters strategic community partnerships to build power and engage in social justice movements; and cultivate a culture of shared ownership for health equity. This is a grant funded position expiring June 1, 2023.

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

- Leads in partnership with CCH Equity and Inclusion Office the development of overarching strategies to become a diverse, equitable, and inclusive department both in administration and across programs and initiatives.
- Mobilizes data, research and evaluation to make the case for interventions for health equity. Develops and reviews reports that highlight health inequities and strategies to address them.
- Collaborates with CCDPH Units to develop and monitor Key Performance Indicators for objectives established to address COVID-19 and advance health equity.
- Works closely with all programmatic and administrative teams to ensure that organizational culture, practice and leadership development programming are anchored in CCDPH and CCH vision for equity and inclusion.
- Develops in collaboration with CCH consistent communication and feedback mechanisms to ensure CCDPH is able to identify, discuss, and address equity issues impacting community members, partner organizations and staff.
- Provides technical assistance to CCDPH Leadership and other identified work groups regarding cross-cultural communications and collaborations.
- Oversees capacity building across the workforce and department, and changes to internal practices and processes to advance health equity.
- Develops and maintains inter-agency relationships and partnerships and ensure alignment with CCH and other Cook County government priorities.
- Ensures through partnership with CCH Human Resources and Equity and Inclusion continuous learning regarding diversity, equity and inclusion within CCDPH's organizational culture and practice.
- Partners with CCDPH communications staff to communicate CCDPH commitment, practices, accomplishments and learnings regarding health equity more broadly.
- Strengthens CCDPH's relationships and collaborations with external partners and stakeholders, including other government agencies, to build community capacity in advancing community solutions towards health equity.
- Champions prioritization of upstream policy change. Builds awareness of the connection between social issues and health with different audiences and works to change the narrative related to health equity.
- Develops metrics in alignment with CCH and ensures implementation of strategies to reduce social and structural inequities and health disparities experienced by specific populations



Typical Duties

including communities of color, people with disabilities, people experiencing homelessness, individuals with mental health challenges and LGBTQ+ individuals.

- Manages a team focused on health literacy, community engagement, and workforce development and operations.
- Performs other duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college or university with five (5) years of experience in public health, public administration or organizational development OR
- Bachelor's degree from an accredited college or university with seven (7) years of experience in public health, public administration or organizational development
- Three (3) years of experience developing, implementing or evaluating health equity programs or initiatives
- Three (3) years supervisory and/or management experience
- Must be trained and certified in NIMS FEMA IS-100, 200, 700 and 800 management within six (6) months of employment.
- Position requires local travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Must be available for "on-call" duty as required

Preferred Qualifications

- Prior experience working in governmental agencies
- Prior work experience in a unionized environment

Knowledge, Skills, Abilities and Other Characteristics

- Exceptional leadership skills.
- Demonstrated track record in challenging and influencing peers to approach all work with an equity lens.
- Deep content knowledge of diversity, equity, and inclusiveness research base and best practices for organizations striving to become more diverse, equitable, and inclusive.
- Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
- Strong management expertise; able to manage multiple projects and to move quickly from one to another.
- Ability to create/design adult learning and teaching of the content and skills associated with operating with an equity lens.
- Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnership between departments and levels of leadership.
- Ability to develop and monitor indicators of organizational culture and engage employees and senior leadership to create organizational change.



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.