



**Job Code:** 9242

**Grade:** 21

**HCWR:** N

**Job Title**

Project Coordinator, Community Health Worker Initiative

**Department**

Public Health

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

**Job Summary**

In alignment with the vision and mission of the Cook County Department of Public Health (CCDPH), this position will be responsible for program implementation and evaluation, as well as administrative management, of the Suburban Cook County Community Health Workers Initiative. This initiative aims to build the Community Health Worker workforce and capacity to support COVID-19 response and to reduce health disparities across suburban Cook County, Illinois.

**Typical Duties**

- Manages day to day operations of the Centers for Disease Control and Prevention (CDC) grant award and ensures benchmarks/objectives are met.
- Assures communication and coordination across the various components of the initiative.
- Supports the facilitation of the Suburban Cook County Community Health Worker coalition.
- Manages all contractors, including community-based organizations outreaching to priority populations and addressing social determinants of health.
- Develops systems and structures to monitor and evaluate progress and achievements, and the sharing of findings that facilitates and promotes data-driven decision making.
- Collaborates with the team to evaluate efforts for effectiveness and efficiency; identifies and takes action on gaps and opportunities to improve program performance.
- Prepares, reviews, and submits programmatic reports in timely manner and assures compliance with grant and legal mandates.
- Identifies and develops strategic partnerships that will support implementation, evaluation, and sustainability of the project.
- Perform other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree from an accredited college or university with Five (5) years of experience in community-based public health
- OR
- Master's degree in Public Health from an accredited college or university with Three (3) years of experience in community-based public health
- Two (2) years of experience in program or project management
- Prior experience in coalition or alliance building
- Prior experience coordinating community-based initiatives
- Must be trained and certified in NIMS FEMA ICS-100, 200, 700 and 800 management within six (6) months of employment.



**Minimum Qualifications**

- 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, as needed

**Preferred Qualifications**

- Bachelor's degree in Public Health, Public Policy, Public Administration or other related field with Five (5) years of experience in community-based public health
- OR
- Master's degree in Public Health, Public Policy, Public Administration or other related field with Three (3) years of experience in community-based public health
- Prior grant management experience

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

- Knowledge and demonstrated use of the principles and practices of strategic management, including areas of strategic planning; fiscal management; personnel; program development; implementation and evaluation; and performance management.
- Knowledge of effective strategies to advance policy change.
- Ability to provide leadership and effective supervision; plan, coordinate and manage with strong organizational skills; lead and facilitate group process.
- Effectively work independently and as part of a multidisciplinary team.
- Deal effectively with a variety of governmental and community officials and maintain cooperative working relationships with federal, state, and local officials, as well as both professional and community organizations.
- Proficient in using Microsoft Office programs.
- Experience with federally funded grants and 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.**

