



**Job Code:** 9507  
**Grade:** 21  
**HCWR:** N

**Job Title**  
Monitoring and Evaluation Coordinator

**Department**  
Cook County Health

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

**Job Summary**

The Monitoring and Evaluation (M&E) Coordinator primarily support activities related to the monitoring and evaluation (M&E) components of the American Rescue Plan Act (ARPA) grants. This position will provide technical assistance and insights to guide, support, and assess grant initiatives collaborating with community partners to create program/project-level monitoring and evaluation plans and tools to collect data for monthly, quarterly, and final project reports, including aggregated project-wide data as well as data disaggregated by community partners and geography.

**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**

- Develops monitoring and evaluation, performance management and quality improvement systems and tools for grant funded programs, services, and projects.
- Collaborates with community partners in establishing and/or improving project's systems for M&E data collection, transmission, cleaning, input, storage, analysis, and reporting/presentation/dissemination.
- Serves as a liaison between the Behavioral Health Unit and community-based partners to develop and improve the quality and cultural competence of service/program delivery and inform community health strategies pertaining to behavioral health topics such as mental health, social and emotional health and wellbeing, suicide, and substance use.
- Conducts correct aggregation, disaggregation, and analysis to ensure that project and partner output and outcome objectives are being met, all targeted client/participant demographics are being served equitably, especially those most vulnerable, and enhance operations. Ensures that all reports are generated in a timely fashion and are free of individual identifiers to maintain confidentiality and anonymity.
- Guides the development, design, and deployment of an M&E Plan on shared metrics and data analysis in collaboration with program coordinators and community partners.
- Provides technical assistance to community partners by aligning project goals, outputs, outcomes, and impact with metrics.
- Identifies and applies appropriate statistical and informatics methodologies to the study, identification, measurement and evaluation of mental health and substance use problems and risk factors.
- Develops, manages, analyzes, and interprets process, output, outcome, and impact data and service/program/project utilization data using R, SAS, SPSS, STATA, MS Access, Excel, and other software applications.
- Designs, prepares, and produces monitoring and evaluation reports and oral presentations for various audiences, publications, and other purposes.
- Supports and collaborates with community partners by providing technical assistance to community-based health efforts.
- Assures that grant-based activities protect the confidentiality, security, and integrity of data while maximizing the availability of information for public health.
- Performs other duties as assigned.



**Minimum Qualifications**

- Master's degree from an accredited college or university with an emphasis in public health, epidemiology, biostatistics, demography, or health informatics
- One (1) year of experience in Public Health or Healthcare
- One (1) year of experience in programming using one or more of the following platforms: R, SAS, SPSS, STATA
- Proficiency using Microsoft Office (Access, Excel, and Word)
- Position requires moderate to heavy 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
- Completion of the National Incident Management Systems (NIMS) courses to include FEMA IS-100, 200, 700, and 800 within six (6) months of employment.

**Preferred Qualifications**

- Master's degree or higher from an accredited college or university with an emphasis in public health, epidemiology, biostatistics, demography, health informatics, or similar discipline
- Experience with monitoring and evaluation development
- Prior experience in the design and implementation of capacity building activities in M&E
- Intermediate to advanced experience in programming and data analysis using SAS, SPSS, STATA, or other software applications
- Experience with technical writing or publication and presentation
- Experience analyzing behavioral health or substance use-related data

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

- Knowledge and ability to independently use analytical statistical and informatics methods for analysis, planning and problem solving
- Superior written and verbal communication skills, including technical or grant writing
- Exceptional organizational and project management skills
- Excellent interpersonal skills and the ability to work well collaboratively, as well as independently, in a team environment
- Ability to translate technical language and concepts for non-technical staff and the public

**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.**