



Job Code: 9593

Grade: 22

HCWR: N

Job Title

Program Coordinator, Maternal and Child Health

Department

Public Health

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

Job Summary

The Program Coordinator, Maternal and Child Health, is responsible for overseeing and coordinating the maternal and child health (MCH) initiative of the Cook County Department of Public Health (CCDPH). The position will provide programmatic leadership and direction, as well as administrative management, to ensure successful implementation and evaluation of the initiative. This will include, but is not limited to, fostering strategic partnerships, providing training opportunities for residents and students, and ensuring all initiative objectives are met.

Typical Duties

- Coordinates the development, implementation, and evaluation of the MCH initiative, including any grant-funded activities.
- Identifies and develops strategic partnerships and supports and collaborates with community partners by providing technical assistance to community-based health efforts addressing MCH health inequities.
- Supports the development and monitoring of program evaluation, performance management and quality improvement activities.
- Assesses MCH programming, services and resources and informs MCH strategy.
- Develops and presents materials to key stakeholders to raise awareness about the initiative.
- Facilitates communication and coordination across CCDPH.
- Prepares, reviews, and submits programmatic reports in timely manner and assures compliance with grant and legal mandates.
- Works closely with Preventive Medicine Residency Coordinator and Residency faculty, and Northwestern University Program in Public Health to coordinate public health rotation for residents and students.
- Maintains and updates rotation schedule for graduate medical trainees and students, communicates changes with trainees and program director.
- Performs other duties as required.



Minimum Qualifications

- Bachelor's degree from an accredited college or university with three (3) of experience program planning, program development, program implementation, program evaluation, and/or alliance building (i.e., working with partner organizations to advance outcomes) OR Master's degree from an accredited college or university with one (1) year of experience program planning, program development, program implementation, program evaluation, and/or alliance building (i.e., working with partner organizations to advance outcomes)
- One (1) year of supervisory or project management experience
- Position requires moderate 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 able to work evenings or weekends as needed
- 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 in public health, social work, public policy, or public administration from an accredited college or university
- Experience working in public health
- One (1) year of experience in grant management
- Previous experience in graduate medical education

Knowledge, Skills, Abilities and Other Characteristics

- Excellent written and verbal communication skills and experience with diverse communities and outreach
- Proficient knowledge of Microsoft Office programs
- Knowledge of program planning, development, implementation, and evaluation
- Ability to plan, coordinate, and manage with strong organizational skills; cultivate key relationships/stakeholders, as well as lead and facilitate group process; and effectively work independently and as part of a multidisciplinary team
- Ability to build a logical approach to address problems or opportunities; manage the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary; and approaches analysis with an unbiased, impartial view
- Ability to use evidence-based or best practice strategies
- Ability to address social determinants of community health
- Ability to build organizational and local capacity through training and technical assistance
- Ability to maintain a positive outlook, motivate self and team to work constructively under pressure; respond resourcefully when challenges arise and accept responsibility for actions, learning and change, demonstrated excellent interpersonal skills and ability to direct and manage change, inspiring teamwork and high performing teams, 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.