



Job Code: 9695
Grade: 23
HCWR: N

Job Title
Food Security Program Manager

Department
Cook County Health

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

Job Summary

The Food Security Program Manager oversees, and supports the development and implementation of programs and services for Cook County Health (CCH) patients whose access to food, nutrition education, and physical activity impacts their ability to adopt behaviors in coordination with clinical care to improve health outcomes.

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

- Develops clinic-based approaches to identify and address food insecurity related matters among CCH patients.
- Develops and integrates new resources/programs into existing CCH services.
- Manages cross-functional efforts to support CCH food security initiatives and programs.
- Identifies the recruitment and retention of patients to participate in clinic programs.
- Creates and implements community- and clinic-based food and nutrition interventions to improve access and patient knowledge of health-promoting food and lifestyle behaviors.
- Participates in the assessment, education, and counseling of patients to address health disparities and improve adherence to prescribed lifestyle and medical therapies.
- Supervises group and individual interventions that improves dietary and medical outcomes for chronic conditions.
- Leads community and clinical projects and grants related to improving nutrition, lifestyle, behavioral and clinical programs focused on improving clinical outcomes of chronic disease.
- Develops relationships, provides oversight and assists with onsite food distribution efforts.
- Collaborates with CCH departments to develop systems for clinical and process measures, and to track clinical impact of food security and clinical interventions.
- Enhances coordination of policies, procedures, and services across programs and facilities.
- Engages staff, stakeholders, and the community organization concerned with food insecurity and health disparities.
- Attends and participates in relevant meetings with external healthy food/anti-hunger organizations, clinical and dietetic associations, and related partners.
- Ensures compliance with grant and program reporting requirements.
- Performs other duties as assigned or needed.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Two (2) years of program management experience working with populations experiencing significant social risk factors and/or social determinants
- One (1) year of social and/or community services experience
- Prior experience leading and/or managing staff or programs
- Position requires 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
- Proficiency using Microsoft Office

Preferred Qualifications

- Licensed in the State of Illinois as a Nutritionist or Dietician
- One (1) year of experience developing and implementing nutrition plans or programs
- Certification as a Registered Dietitian from the Commission on Dietetic Registration
- Certification as a Certified Diabetes Care and Education Specialist (CDCES) from the Certification Board of Diabetes Care and Education
- Certification as a Registered Dietician (RD) or Registered Dietician Nutritionist (RDN)
- One (1) year of experience leading, supervising and/or managing staff
- One (1) year experience participating in the assessment, education, and/or counseling in an



Preferred Qualifications

individual or group setting

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Analytical and organizational, problem-solving, critical thinking, and conflict management/ resolution skills
- Ability to effectively prioritize work
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to show compassion and empathy towards individuals facing food insecurity

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.