



**Job Code:** 9711

**Grade:** 23

**HCWR:** N

**Job Title**

Lead Poisoning Prevention Manager

**Department**

Public Health

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

**Job Summary**

In alignment with the Cook County Department of Public Health (CCDPH) Strategic Plan, the Lead Poisoning Prevent Manager is responsible for the programmatic and financial management of the multi-faceted Cook County Lead Poisoning Prevention and Healthy Homes Unit. This position will be responsible for planning, facilitating, and coordinating sustainable, policy-driven, evidenced-based and community-supported lead poisoning prevention and healthy homes promotion initiatives within suburban Cook County.

**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**

- Administration, Supervision and Project Planning
- Provide oversight and overall leadership for lead poisoning prevention, healthy homes, and lead abatement/mitigation program activities
- Develop and implement an agency and community-wide strategic plan around lead poisoning prevention and healthy homes initiatives, based on evidence-based research and best practices
- Oversee and monitor the financial system to distribute funds for mitigation and abatement activities; this includes fund distribution to grantee agencies
- Provide supervision to the Lead Poisoning Prevention and Healthy Homes Program staff, which includes leading planning processes to develop and implement strategic and work plans and facilitating/participating in regular staff meetings to advance the work of the Unit
- Manage education, community outreach and other activities appropriate in the prevention of lead poisoning and promotion of healthy homes concepts; Ensure coordination and integration of Unit activities across the department
- Project Implementation and Evaluation
- Prepare and distribute regular reports on activities funded through the program
- Coordinate with other CCDPH units to provide seamless and timely follow-up on elevated blood lead level cases, including development and management of appropriate protocols and policies for the program: coordinates prevention services with current lead poisoning programs, including other federal state or local programs
- Represent the agency and work with organizations and taskforces on lead poisoning prevention, mitigation and abatement, and healthy homes related issues. Seek and assist in the identification and development of funding opportunities to support CCDPH work and that of its community partners
- Attend trainings for professional skill development and use performance management tools, including timelines and work plans to complete deliverables
- Policy, Advocacy, and Community Engagement
- Foster relationships with key partners at the national, state, and local levels
- Identify and participate in policy, advocacy and community engagement opportunities to support lead poisoning prevention and healthy homes promotion work; conduct policy research and identify evidence-based or best practices in related areas
- Identify opportunities, needs, emerging issues and trends as it relates to lead poisoning



### **Typical Duties**

prevention and healthy homes concepts in suburban Cook County

### **Minimum Qualifications**

- Master's Degree in public health, health administration, or health-related field from an accredited college or university
- Three (3) years of experience in lead poisoning prevention and/or healthy homes programs
- One (1) year of management experience
- Proficiency of Microsoft Office (i.e., Word, Excel, PowerPoint)
- Position requires moderate 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: 100, 200, 700, 800 certifications within six (6) months of employment.

### **Preferred Qualifications**

- Experience with managing grant-funded programs
- Additional certification or coursework related to lead poisoning prevention, lead hazard remediation, or environmental policy

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

- Possesses the knowledge and demonstrates understanding of the principles and practices of public health program management including the areas of health promotion theory, community engagement, fiscal management; personnel; program development, planning and evaluation; and performance management
- Knowledge of effective strategies to advance policy, systems or environmental changes for lead poisoning prevention
- Strong knowledge of Microsoft Office Products, Word, Excel, PowerPoint
- Exceptional leadership skills
- Strong interpersonal skills: able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies
- Strong written and verbal communication skills used to present performance data in presentations and reports
- Strong analytical and problem-solving skills
- Strong project management skills and the ability to work independently toward stated goals
- Strong management expertise: able to manage multiple projects and to move quickly from one to another
- Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnerships between departments and levels of leadership
- Demonstrated track record in challenging and influencing peers to approach all work with an equity lens
- Flexibility and adaptability in performing work duties
- Ability to function independently and under time constraints



**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.**