



**Job Code:** 9859  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Director of Chronic Disease Prevention

**Department**  
Public Health

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

**Job Summary**

The Director of Chronic Disease Prevention (Director) directs the planning, evaluation and implementation of public health programs and initiatives within the Chronic Disease Prevention Unit. The Director will strengthen efforts to reduce the burden of chronic diseases and advance health equity in suburban Cook County through policy, systems, and environmental approaches. The Director manages the overall day-to-day operations of the Unit.

**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**

- Unit and Program Planning and Performance Management
- Develops and ensures implementation of an agency and community-wide strategic plan around chronic disease prevention control, including tobacco prevention and control initiatives.
- Develops and implements evidence-based interventions, and conduct evaluation to ensure on- going feedback and program effectiveness.
- Translates and disseminates knowledge generated by research and evaluation for decision-making about policies, programs, grant-making, and related equities.
- Implements strategies to change policies of organizations and communities capable of affecting the health of suburban Cook County residents, especially those who are most impacted by adverse health outcomes.
- Builds organizational, community and public support for policy and systems change.
- Creates or identifies policy agenda to align goals and measure for the Unit.
- Creates and articulates a shared strategic vision, acts as a catalyst for change and demonstrate Unit accomplishments to ensure continued funding and support within Unit's scope of practice.
- Builds capacity at all levels of decision-making to promote community solutions for chronic disease prevention/control and to address health inequities.
- Oversees Unit initiatives, programs, outreach and education, and other activities to reduce the burden of chronic disease or to promote health and well-being.
- Supports implementation of strategies that promote health equity.
- Gathers, analyzes, interprets, and disseminates monitoring, evaluation, and research data and findings to define needs, identify priorities, and measure change.
- Provides guidance to inform surveillance and research examining chronic disease outcomes, the risk factors that influence them, and the social and structural factors that drive their inequitable and unjust distribution.
- Participates in and lead quality improvement processes.
- Promotes team and organizational learning and collaboration.
- Financial and Contract Management
- Manages program budgets and grants.
- Assists in developing Unit budget; managing fiscal operations for assigned programs; overseeing the implementation of budgetary procedures; control expenditures of program funds; monitoring program budgets and preparing financial reports.
- Researches available grant funds and prepare applications.
- Identifies and secures resources, including federal and state grants and ensures all grant requirements are fulfilled.
- Administers grant funds and programs; monitors expenditures and collect data to prepare regular grant reports; serves as liaison to granting agency.
- Ensures consistent administrative, financial, and staff support necessary to sustain successful implementation of planned activities and build opportunities.
- External and Internal Communication and Collaboration
- Cultivates and supports linkages or partnerships with other major sectors and key stakeholders in public, nonprofit and private entities to increase awareness, drive action, and ensure accountability in efforts to reduce the burden of chronic disease, promote health and



### **Typical Duties**

wellness, and address health inequities.

- Facilitates collaboration, coordination, and integration of initiatives, programs, and activities within Cook County Department of Public Health (CCDPH) and across other key stakeholders and sectors.
- Uses media, social media, advanced technologies, community networks and public relations concepts to communicate information.
- Articulates clearly the impact of social structural determinants of health policies on health.
- Serves as CCDPH's liaison with local, state and national organizations on matters involving chronic disease prevention/control and represent the Department on advisory boards, work groups, taskforce and consortia for related initiatives.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Master's degree from an accredited institution in Public Health, Public Administration or Health related field with four (4) years of experience in public health program planning, community engagement, and/or facilitating multi-sector collaboratives OR Bachelor's degree from an accredited institution in Public Health, Public Administration or Health related field with seven (7) years of experience in public health program planning, community engagement, and/or facilitating multi-sector collaboratives
- Two (2) years of supervisory and/or management experience
- Prior grant management experience
- 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.
- Must obtain ICS 100, 200, 700, 800 certifications within six (6) months of employment

### **Preferred Qualifications**

- NA

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

- Knowledge with federally funded grants and demonstrated commitment to health equity and social justice are a plus
- Demonstrated knowledge using 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, systems or environmental changes for chronic disease prevention and control.
- Knowledge and proficient in using Microsoft Office programs.
- Possess 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 multi-disciplinary 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 organization.



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

- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, decision-making, critical thinking, and conflict management/resolution skills
- Ability to define budgetary problems and recommend alternatives requiring a strong budgetary, financial, and statistical expertise
- Attention to detail
- Ability to meet deadlines
- Ability to think conceptually and work collaboratively
- Ability to train by presenting concepts and demonstrating tasks

**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.**