



Job Code: 9902

Grade: 24

HCWR: N

Job Title

Director of Community Engagement and Health
Education

Department

Public Health

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

Job Summary

The Director of Community Engagement and Health Education is responsible for strategically leading, coordinating and managing community engagement and health education day-to-day operations for the Department of Public Health, in alignment with the Cook County Department of Public Health's (CCDPH) mission and vision. This position will work to coordinate community engagement efforts internally, strengthen external relationships, and build power with communities to advance health equity in suburban Cook County. The Director will oversee outreach, education and programs that align with and support the agency's initiatives and implement policy, systems, and environmental approaches to address the racial and other inequities in 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



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

- Directs and leads a team to develop and sustain networks of community organizations and residents to ensure community voice is integrated into CCDPH programming, and partnerships can be established to advance CCDPH mission.
- Cultivates and supports linkages or partnerships that moves towards building, sharing, and shifting power with communities to promote health and wellness and address health inequities.
- Supports implementation of strategies that promote health equity.
- Communicates information through the use of media, social media, advanced technologies, community networks and public relations concepts.
- Serves as CCDPH's liaison with local, state, and national organizations on matters related to community engagement and represent the Department on advisory boards, work groups, taskforce, and consortia for related initiatives.
- Supports the design and evaluation of program by ensuring CCDPH programmatic efforts are developed with community co-design principles, and community voices are elevated in program evaluation efforts.
- Translates and disseminates knowledge generated by research and evaluation for decision-making about policies, programs, grant-making and related inequities.
- Implements strategies to change policies and practices of CCDPH, organizations and communities capable of affecting the health of suburban Cook County residents, especially those who are most impacted by adverse health outcomes.
- Clearly articulates the impact of social and structural determinants of health policies on health to partners, stakeholders, and to the public. Builds organizational, community and public support for policy and systems change.
- Creates and articulates a shared strategic vision, serve as a catalyst for change and demonstrate Unit accomplishments to ensure continued funding and support within Unit's scope of practice.
- Facilitates collaboration, coordination, and integration of initiatives, programs, and activities within CCDPH and across other key stakeholders and sectors.
- Builds capacity at all levels of decision-making to promote community engagement values, skills, and practices towards addressing health inequities.
- Oversees Unit initiatives, programs, outreach and education, and other activities.
- Ensures consistent administrative, financial, and staff support necessary to sustain



Typical Duties

successful implementation of planned activities and build opportunities.

- Promotes team and organizational learning and collaboration.
- Identifies and secures resources, including federal and state grants, and ensures all grant requirements are fulfilled.
- 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 health inequities, the risk factors that influence them, and the social and structural factors that drive inequitable and unjust distribution.
- 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 local travel for which employee must provide a valid driver's license and reliable means of transportation
- Must obtain ICS 100, 200, 700, 800 certifications within six months

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of effective strategies to advance policy, systems, or environmental changes for chronic disease prevention and control
- Knowledge with federally funded grants and demonstrated commitment to health equity and social justice
- Knowledge and demonstrated use of the principles and practices of strategic management, including areas of strategic planning; fiscal management; personnel; program development; implementation and evaluation; and performance management
- Knowledge and proficiency in using Microsoft Office
- 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 provide leadership and effective supervision
- Ability to meet deadlines
- Ability to think conceptually and work collaboratively



Knowledge, Skills, Abilities and Other Characteristics

- Ability to train by presenting concepts and demonstrating tasks
- Attention to detail

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.