

## COMMUNITY ENGAGEMENT MANAGER

**Job Number: 00126034**

**Job Posting:** Aug 11, 2021, 9:13:01 AM

**Closing Date:** Aug 25, 2021, 11:59:00 PM Full-time

**Shift Start Time:** 8:30 A.M. **Shift End Time:** 4:30 P.M.

**Collective Bargaining Unit:** None

**Posting Salary:** COMPETITIVE SALARY

**Organization:** Health and Hospital Systems



**Location: Department of Public Health**

**Shift: 8:30am - 4:30pm**

### **Job Summary**

Aligned with the mission and vision of the Cook County Department of Public Health (CCDPH), the Community Engagement Manager will be responsible for management of the Suburban Cook County Health Equity initiative in an assigned region of suburban Cook County that advances programs addressing COVID-19 and policies, systems or environmental level improvements that minimize social and health inequities. The Community Engagement Manager will maximize coordination and promotion of corresponding efforts at all levels. This is a grant funded position expiring June 1, 2023.

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

### **Typical Duties**

- Leads and coordinates personally, or through direct reports, activities, programs and initiatives in assigned region and across suburban Cook County that support addressing COVID-19 and advancing health equity.
- Manages the COVID-19 Community Mobilization Coordinators who work with the community-based organizations (CBOs) to provide contact tracing support and support to build collaborative systems for surveillance and co-enforcement.
- Provides direct supervision and technical assistance to a regional team.
- Oversees facilitation and coordination of regional team addressing COVID-19
- Directs efforts to raise awareness of the Suburban Cook County COVID-19 Health Equity initiative and its related activities, programs and initiatives in assigned region, including development of resource materials.

- Identifies training and communication needs in support of local initiatives being funded by local grant program and ensures that they are met in a timely manner.
- Ensures coordination with other leaders and alignment with Community Engagement & Health Education Unit's strategic direction.
- Facilitates assessment and evaluation to track advancement of activities, programs and initiatives in assigned region.
- Manages systems and project databases for monitoring and evaluation purposes; Prepares reports as needed.
- Reviews reports and records of activities, programs and initiatives to ensure progress is being accomplished toward specified objectives and modifies or changes methodology as required to redirect activities, programs and initiatives and attain objectives.
- Supports implementation of communication plans with internal and external key stakeholders and partners. This may include the identification and writing of success stories.
- Participates in meetings and work collaboratively with CCDPH leadership and staff to ensure successful, coordinated and timely implementation of the Suburban Cook County COVID-19 Health Equity Initiative.
- Perform other duties as assigned

### **Minimum Qualifications**

- Master's degree in Public Health, Public Administration, Social Work or other related field from an accredited college or university **(Must provide official transcripts at time of interview) is required**
- Three (3) years of experience in public health, advocacy, public policy, social services, community organizing or related field **is required**
- Two (2) years of experience in program or project management **is required**
- One (1) year of experience supervising or managing staff **is required**
- Proficient in using Microsoft Office programs **is required**
- Must be trained and certified in NIMS FEMA ICS-100, 200, 700 and 800 management within six (6) months of employment **is required**
- Position requires moderate travel for which the employee must have a valid driver's license in good standing and access to an insured vehicle **is required**
- Must be able to work flexible hours outside of a usual day shift schedule that may include evenings and weekends **is required**

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

- Knowledge of applying health promotion theory and/or advancing policy, systems and environmental change, using evidence-based or best practice strategies.
- Knowledge and demonstrated use of principles and practice of management including areas of personnel management, program planning and evaluation, and grant management.
- Excellent written/verbal communication skills (including public speaking).
- Experience with diverse communities and family/community outreach.
- Knowledge of age- and culturally-appropriate messaging.
- Strong computer skills in using Microsoft Office programs.
- Demonstrates excellent interpersonal skills. Capable of directing and managing change, inspiring teamwork and high performing teams.
- Familiar with the responsibility of local governments, community institutions, and school districts/schools, etc.
- Demonstrated commitment to social justice and healthy equity.
- Understands principles of health communication, including social marketing and media advocacy.
- Understands determinants of community health and how to build local capacity.
- Ability to plan, coordinate and manage with strong organizational skills.
- Ability to cultivate and manage key relationships/stakeholders, as well as to lead and facilitate group process.
- Ability to effectively work independently and as part of a multidisciplinary team.
- Ability to build a logical approach to address problems or opportunities; manages the situation at hand by drawing on own knowledge and experience base and calling on other references and resources as necessary. Approaches analysis with an unbiased, impartial view.
- Ability to maintain a positive outlook, motivate self and team to work constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change.
- Must be available for work in the evenings or weekends, as needed.

### **VETERAN PREFERENCE** **PLEASE READ**

When applying for employment with the Cook County Health & Hospitals System, preference is given to honorably discharged Veterans who have served in the Armed Forces of the United States for not less than 6 months of continuous service.

To take advantage of this preference a Veteran **must**:

- Meet the minimum qualifications for the position.
- Identify self as a Veteran on the employment application by answering yes to the question by answering yes to the question, "Are you a Military Veteran?"

- Attach a copy of their **DD 214, DD 215 or NGB 22** (Notice of Separation at time of application filing. Please note: If you have multiple DD214s, 215s, or NGB 22S, Please submit the one with the latest date. Coast Guard must submit a certified copy of the military separation from either the Department of Transportation (Before 9/11) or the Department of Homeland Security (After 9/11).

**Discharge papers must list and Honorable Discharge Status. Discharge papers not listing an Honorable Discharge Status are not acceptable**

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**OR**

A copy of a **valid State ID Card or Driver's License** which identifies the holder of the ID as a Veteran, may also be attached to the application at time of filing.

**If items are not attached, you will not be eligible for Veteran Preference**

**VETERANS MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS OR APPLICABLE STATE ID CARD OR DRIVER'S LICENSE AT TIME OF INTERVIEW.**

### **BENEFITS PACKAGE**

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan
- Deferred Compensation Program
- Paid Holidays, Vacation, and Sick Time
- You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.***

***\*Please note all offers of Employment are contingent upon the following conditions: satisfactory professional & employment references, healthcare and***

***criminal background checks, appropriate licensure/certifications and the successful completion of a physical and pre-employment drug screen.***

***\*CCHHS is strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor.***

**COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**