

Director of Community Mobilization, COVID-19 Contact Tracing Initiative Job Number: 00124516

Job Posting: Jul 10, 2020, 4:21:49 PM

Closing Date: Jul 24, 2020, 11:59:00 PM Full-time A.M. P.M.

Posting Salary: COMPETITIVE SALARY

Organization: Health and Hospital Systems

LOCATION: Cook County Department of Public Health

JOB SUMMARY:

The Director of Community Mobilization, COVID-19 Contact Tracing Initiative will be responsible for the strategic management, implementation and evaluation of the community education, engagement and mobilization component of the COVID-19 Contact Tracing Initiative. The COVID-19 Contact Tracing Initiative is a one (1) year grant from Illinois Department of Public Health that is building the capacity and infrastructure of Cook County Department of Public Health (CCDPH) to rapidly scale up its contact tracing program to the levels that the COVID-19 pandemic requires in order to contact people who have been exposed to the virus in suburban Cook County. This position will require a professional with demonstrated experience in leading a major initiative and managing staff and partners to achieve objectives in a fast-paced, deadline driven environment. There is opportunity for the grant to be refunded for an additional year following expiration.

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

-

TYPICAL DUTIES:

- . . Oversees all aspects of community engagement and mobilization providing leadership and direction to ensure successful implementation and evaluation to support the initiative.
- . Provides direct supervision to Community Mobilization support staff.
- . Manages a multi-million-dollar community and worker-centered grant program, where community-based organizations will be awarded funding to:
 - Conducts effective public health education and outreach efforts to underserved communities about relevant COVID-19 information;
 - Provides testing and enhanced COVID-19 case management and referrals for resources to support residents to minimize the spread of COVID-19;
 - Addresses other social and economic impacts of the virus that are being borne disproportionately by low income communities, such as housing instability and lack of food

- Collaborates with and formalizes with CCDPH ways in which the department works hand-in-hand with community to support surveillance and co-enforcement to achieve greater compliance with healthy and safe work practices and infection control procedures in workplaces.
- Works with communicate staff to ensure effective implementation of communications and media plan, including alignment with community messaging.
- Facilitates and participates in management systems for communication and coordination with initiative staff, community-based organizations, and CCDPH.
- Integrates grant activities and interventions into overall efforts of CCDPH in a sustainable manner.
- Evaluates efforts for effectiveness and efficiency, as well as compliance with grant and legal mandates, identifies gaps and opportunities to improve program performance.
- Ensures objectives of the COVID-19 Contact Tracing Initiative related to community education, engagement and mobilization are met and reports are prepared and submitted in a timely manner.
- Identifies and develops strategic partnerships that will support implementation, evaluation and sustainability of the project.
- Performs other duties as assigned and necessary.

MINIMUM QUALIFICATIONS:

- Master's degree in Public Health, Public Policy, Public Administration or other related field from an accredited college or university
- Five (5) years of experience in community-based public health (i.e. public and population health systems and program development, implementation and evaluation, including coalition or alliance building and community-based initiatives)
- Three (3) years supervisory and/or management experience
- Must be trained and certified in NIMS FEMA IS-100, 200, 700 and 800 management within six (6) months of employment.
- Position requires moderate travel for which the employee must have a valid driver's license in good standing and access to an insured vehicle
- Must be available for "on-call" duty as required
- -

Preferred Qualifications

- Experience working with a large grant

-

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and proficiency with Microsoft Word, Outlook, Excel, Access

- Knowledge and demonstrated experience with coalition building, systems change, and use of principles and practices of strategic management
- 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
- Ability to effectively supervise, plan, coordinate and manage with strong organizational skills
- Ability to lead and facilitate group processes
- Demonstrated commitment to health equity and social justice

d

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

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.

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 HEALTH AND HOSPITAL SYSTEMS IS AN EQUAL OPPORTUNITY EMPLOYER