



Illinois Public Health Institute Position Description Program Manager: Chicago CARES

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized team member to implement strategies and coordinate with multi-sector partners for the new Chicago Collaboration to Advance Reach Equity and Systems to Prevent Diabetes initiative in IPHI's Center for Policy & Partnership Initiatives. The position will support program operations, coordinate with partners, and work with the program director to implement strategies for the project. The position is full-time exempt and reports to the Program Director for the Chicago CARES Program. IPHI's standard work week is 37.5 hours.

Application Instructions: Please submit a resume, cover letter and writing sample by July 15, 2021, to be considered for this position via the [IPHI Employment Portal](#). *Applications will be considered on a rolling basis and the position filled when the ideal candidate is identified so applying early is advantageous.* The cover letter should compare your qualifications and experiences to the duties and responsibilities and qualifications for the position.

No phone calls, please.

About IPHI

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems to maximize health, health equity and quality of life for the people of Illinois. IPHI advances health-equity focused systems change initiatives through the Center for Community Capacity Development, the Center for Health Information Sharing and Innovation, and the Center for Policy and Partnership Initiatives. IPHI leads the national Data Across Sectors For Health (DASH) strategy advancing communities' capacity to share data across sectors through catalytic community collaborations. Across Illinois and the nation, IPHI provides convening, facilitation, training and technical assistance to foster multi-sector community collaborative health transformation initiatives. In Chicago and suburban Cook County, IPHI serves as the backbone of the multi-hospital, multi-stakeholder Alliance for Health Equity to collectively implement initiatives aimed at upstream, social determinants of health including housing and food systems. IPHI is a leading policy and advocacy voice in Illinois, promoting state and local policy efforts aimed at nutrition, physical activity, opioid use disorder and public health capacity building and convenes the Illinois Alliance to Prevent Obesity policy coalition. With an annual budget of more than \$8 million and more than 35 talented staff leaders, IPHI works with numerous partners, contractors, consultants, and foundations to achieve our vision that all people and communities, especially those that experience health, social and racial inequities, are able to achieve their optimal health, supported by an effective multi-sectoral public health system.

Visit www.iphionline.org for more information about IPHI.

Chicago CARES and Statewide Diabetes Prevention Systems Development

The Illinois Public Health Institute (IPHI), in close collaboration with the Chicago Department of Public Health (CDPH), is joining forces with nearly two dozen community partners to launch the Chicago Collaboration to Advance Reach, Equity, and Systems (Chicago CARES) to Prevent Diabetes. Funded

through a new five-year Centers for Disease Control and Prevention (CDC) Cooperative Agreement, Chicago CARES is a multi-sector effort to expand access to the National Diabetes Prevention Program (DPP) and telehealth-enabled diabetic retinopathy screening in Chicago community areas that have a disproportionate diabetes burden and lack sufficient preventive services. In addition, IPHI is partnering with the Illinois Department of Public Health (IDPH) to advance engagement of Medicaid and Medicaid managed care to expand access to the DPP. The program seeks to:

- Work across multi-sector stakeholder group to implement systems that will facilitate bi-directional e-referral between health care systems and DPP programs
- Navigate and support simultaneous workplans and project priorities
- Support organizations to increase enrollment in existing DPP programs, expand DPP to underserved areas and increase program quality through advanced training
- Conduct robust, culturally-tailored grassroots messaging and communications to increase awareness of prediabetes and diabetes prevention programs
- Identify and eliminate barriers to participation in DPP by systemically expanding community health worker models and working with partners to provide wrap around resources
- Develop policies and systems to facilitate Medicaid managed care coverage of DPP
- Support health care practices in establishing or expanding use of telehealth technology to increase access to diabetic retinopathy screening

Position Duties and Responsibilities:

Program Management

- Provide oversight of day-to-day program and project execution across large stakeholder group to achieve Chicago CARES to Prevent Diabetes programmatic goals
- Monitor and manage Chicago CARES program priorities, timelines and milestones, and execution of deliverables by multi-sector stakeholder group including staff, consultants, partners and advisors
- Work closely with the Program Director, CEO and CDPH to ensure progress on program workplan and strategy implementation
- Execute on program budget and recommend necessary changes to support program implementation
- Develop working knowledge of CDC grant narrative, budget, workplan, deliverables, reporting requirements and associated timelines

Relationship Management and Communication

- Sustain and manage relationships with both contracted and in-kind Chicago CARES partners to implement grant strategies through individual relationships and Chicago CARES Steering Committee
- Support and sustain a collaborative relationship with the CDC program and administrative staff and the IDPH program staff
- Draft and edit reports, white papers, background documents, presentations, fact sheets, and newsletters
- Support engagement of patients and DPP program participants through a patient advisory committee
- Represent IPHI at external venues to support cross-sharing of information across multi-sector stakeholder groups
- Negotiate solutions to move Chicago CARES program work and programming forward

Strategy, Planning and Program Development

- Lead strategic execution to achieve assigned program goals and set priorities for program operations
- Identify opportunities and recommend program and program goals, policies, budget and funding modifications
- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and stakeholders
- Promote and support capacity development among partners by providing insights, information and solutions
- Support and nurture relationships with funders and lead proposal development for future/related programs or grams

Continuous Improvement and Evaluation

- Identify and recommend Chicago CARES program improvement opportunities to deepen impact, create capacity, promote operational efficiencies and/or improve budget management
- Support development of evaluation reporting templates, timelines, and guidelines for Chicago CARES partners
- Work with Co-Principal Investigators (IPHI CEO, CDPH Chronic Disease Medical Director, and Executive Director of Northwestern University's Institute on Public Health and Medicine), Program Director, and evaluator to review and interpret evaluation findings
- Lead implementation of improvement plans

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Ability to apply a systems perspective throughout all work in the Chicago CARES initiative.
- Strong critical thinking skills, and the ability to anticipate and solve problems in a timely and professional manner.
- Education and/or experience equivalent to a master's degree in a field related to public health, healthcare administration, public administration, public policy, or social work with 3 - 5 years of work experience in program management. IPHI values multiple pathways towards attaining professional experience and education.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Knowledge and understanding of or experience working in communities disproportionately impacted by type 2 diabetes, especially on Chicago's south and west sides is preferred.
- Understanding of and experience with one or more of the following is highly desired: Medicaid health plans, safety-net health care providers, health system transformation and/or delivering community prevention programs in partnership with health care providers.
- Strong professional/technical writing skills.
- Strong interpersonal communications skills.
- Proficiency in Microsoft Office, electronic mail (including mass emailing communications tools), program management tools, and ability to use CRM software, especially Salesforce.
- Ability to assess and incorporate feedback.

IPHI is a collegial workplace whose mission is to partner to more effectively improve health. Staff must be able to work well in a team and collaboratively with external partners.

Job requirements:

- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- Must be able to move about the office and at offsite events to access files, supplies, and assist with event set up.
- The position requires occasional work on evenings or weekends and must be able to travel for one or more nights from time to time.
- The position requires frequent communication with internal and external customers about program activities. Must be able to exchange accurate information in these situations.

Compensation: \$55,000 - \$60,000, depending on experience and qualifications. IPHI offers competitive benefits including health, dental and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location: The position is located in Chicago. IPHI plans to return to a hybrid office work model after Labor Day, where staff teams will work together in the office two days per week, and individuals may work in the office or remotely the other three days per week. Ongoing COVID safety protocols will be in place after the September return to the office.

Travel: Travel is primarily around the City of Chicago. Occasional multi-day trips out of state will be required.

Starting Date: Immediate.

IPHI is committed to diversity, equity, and inclusion, and is actively seeking and encouraging applications from women, people of color, individuals with disabilities, and/or people who are LGBTQIA.

Visit www.iphionline.org for more information about IPHI.

The Illinois Public Health Institute is dedicated to the principals of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, genetic information or any other personal characteristic not relevant to the posted position.