



**Illinois Public Health Institute
Position Description
Program Manager: Diabetes Prevention**

On IPHI's website at
[Click Here!](#)

The Illinois Public Health Institute (IPHI) is seeking a strategic and well-organized team member to lead the day-to-day implementation of a variety of diabetes prevention and management policy, program, and systems change initiatives. The position will support implementation of healthcare system-related strategies and partnerships that are part of the Chicago Collaboration to Advance Reach Equity and Systems (Chicago CARES) to Prevent Diabetes initiative. The position will also support expansion of systems-change initiatives that support and sustain diabetes prevention and management services as part of the Illinois CARES to Prevent Diabetes initiative throughout the state. The position is full-time exempt and reports to the Director of the Center for Policy & Partnership Initiatives. IPHI's standard work week is 37.5 hours.

To apply: Please visit our website, [link here](#), to apply. Complete applications must include a resume, cover letter, writing sample and completion of an online questionnaire. Unfortunately, incomplete applications cannot be reviewed. The cover letter should compare your qualifications, experiences and interests to the duties, responsibilities and qualifications for the position. Applications will be considered on a rolling basis. 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. Across Illinois and the nation, IPHI provides convening, facilitation, training, policy advocacy, outreach, information sharing, and technical assistance to foster multi-sector community collaborative health transformation initiatives. With an annual budget of more than \$8 million and more than 30 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.

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), leads the Chicago Collaboration to Advance Reach, Equity, and Systems (Chicago CARES) to Prevent Diabetes. Funded through a five-year Centers for Disease Control and Prevention (CDC) Cooperative Agreement (through September 2023), Chicago CARES is a multi-sector effort to expand access to the National Diabetes Prevention Program (NDPP) 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 healthcare providers, Medicaid participants, and Medicaid managed care organizations to expand access to the NDPP. The program seeks to:

- Work across multi-sector partner groups to implement systems that will facilitate awareness of and referrals to the NDPP
- Support organizations to increase enrollment in existing NDPP lifestyle change programs, expand NDPP 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 systemically eliminate barriers to participation in NDPP lifestyle change programs
- Support health care practices in establishing or expanding use of telehealth technology to increase access to diabetic retinopathy screening

Position Duties and Responsibilities:

The primary focus of this position is to implement the healthcare systems and payor strategies for both the statewide and Chicago-focused initiatives. This includes leading a capacity building effort with NDPP providers and regional partners to increase enrollment of Medicaid clients in NDPPs; supporting the engagement of healthcare providers/clinical teams in quality improvement initiatives to screen, test, and refer clients to NDPPs; working with consultants and partners to engage Medicaid/Medicaid managed care plans in raising awareness of and expanding access to the NDPP; and strengthening a systems-approach to NDPP referrals.

Project Management

- Provide leadership and oversight of day-to-day program and strategy execution for the healthcare and statewide systems-change strategies included as part of the Chicago and Illinois CARES programs.
- Monitor and manage program priorities, timelines and milestones, and execution of deliverables by multi-sector groups including staff, consultants, partners and advisors
- Execute on program budget and recommend necessary changes to support program implementation

Relationship Management and Communication

- Sustain and manage relationships with both contracted and in-kind Chicago & Illinois CARES partners to implement grant strategies
- Support and sustain a collaborative relationship with the CDC program and administrative staff and the CDPH and IDPH program staff
- Build and manage relationships with healthcare providers/clinical teams, population health coordinators/quality managers, managed care organizations, and NDPP providers to advance awareness of and access/referrals to the NDPP lifestyle change programs
- Facilitate opportunities for strategic partner engagement to advance program goals
- Work closely with other IPHI staff working on related strategies to ensure alignment
- Draft and edit reports, white papers, background documents, presentations, fact sheets, and/or newsletters
- Represent IPHI at external venues to support cross-sharing of information across multi-sector partner groups
- Support and nurture relationships with funders

Strategy, Planning and Program Development

- Identify opportunities for program development and recommend program goals, policies, budget and funding modifications
- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and partners
- Promote and support capacity development among partners by providing insights, information and solutions

Continuous Improvement and Evaluation

- Identify and recommend Chicago & Illinois CARES program improvement opportunities to deepen impact, create capacity, promote operational efficiencies and/or improve budget management
- Support development of evaluation tools and implement program evaluation and reporting requirements
- Work with the center director to identify and solve problems, address barriers, ensure health equity, make connections between IPHI and partner initiatives.

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Ability to apply a systems perspective throughout all work in the Chicago & Illinois CARES initiatives.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Understanding of and experience with one or more of the following: Medicaid health plans, safety-net health care providers, health system transformation and/or delivering community prevention programs in partnership with health care providers.
- A minimum of three years of experience in public health, healthcare administration, public administration, public policy, social work, or a related field, and a master's degree or equivalent. *IPHI values multiple pathways towards attaining professional experience and education. Candidates are encouraged to describe equivalent experiences in lieu of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise and thought leadership, as well as relevant experiential learning.* Individuals with lived experience in the priority program areas or experience as a peer service provider are encouraged to apply.
- Strong project management experience. Must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Strong critical thinking skills, and the ability to anticipate and solve problems in a timely and professional manner.
- Knowledge and understanding of or experience working in communities disproportionately impacted by type 2 diabetes.
- Strong professional/technical writing skills.
- Strong interpersonal communications skills.
- Proficiency in Microsoft Office, electronic mail (including mass emailing communications tools), program management tools
- 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: \$61,000 - \$67,000 annual salary depending on experience and qualifications. IPHI offers competitive benefits that include health, dental and disability insurance; sick and vacation time; a paid parental leave benefit; and a retirement plan with employer matching contributions.

Location: The position is located in Chicago, however, IPHI will consider an Illinois-based remote candidate for this position. IPHI operates a hybrid office work model where staff work 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 are in place, including wearing of Kn95 masks in common spaces/when working with others.

Travel: Occasional travel may be required, mostly in Chicago. Some statewide or national travel may also be needed.

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.

A Note to Potential Candidates:

Studies have shown that women, BIPOC and other people from marginalized groups are less likely to apply for jobs unless they meet all the qualifications described in the job description. If you believe that you could excel in this role, we encourage you to apply. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. Please use your cover letter to tell us about your interest in this position, and what you hope to bring to this role.