



Request for Contractor: Pathway Program Coordinator

February 7th, 2023

The Chicagoland Healthcare Workforce Collaborative (CHWC), managed by Health & Medicine Policy Research Group (Health & Medicine), is a sector-based partnership led by 12 health systems and supported by public and community partners. Together, the Collaborative seeks to unite employers and industry partners to support an inclusive healthcare workforce, provide accessibility for unemployed and underemployed populations, and develop innovative responses to the evolving needs of the healthcare industry.

CHWC is part of a collaborative of organizations in Chicago, led by the Chicago Cook Workforce Partnership (the Partnership) that has been awarded the Economic Development Administration's (EDA) Good Jobs Challenge grant. The grant will provide funding to carry out training programs in healthcare that lead to good jobs over the next three years. CHWC is seeking a contractor to work with our leadership and partners to design, implement, and manage a Certified Nursing Assistant (CNA) training program with this funding.

Contracting organization: Health & Medicine Policy Research Group

Contract length: minimum 1 year (March 2023- March 2024), renewable

Estimated hours: 10-20 per week

Role Description:

- Work with CHWC's Project Manager, Steering Committee, and partners to design a program to train 150 Certified Nursing Assistants in 2023-2026
- Negotiate employer, training provider, and community partner roles; develop MOUs; develop systems to hold partners accountable for their duties and outcomes
- Facilitate partner meetings, develop timelines and manage communications
- Manage CHWC duties as agreed upon in program design phase, such as:
 - Develop program recruitment materials and marketing strategies
 - Develop career exploration curriculum to expose participants to opportunities to advance beyond CNA
 - Develop outcomes tracking systems
- Share program learnings with CHWC and Health & Medicine partners through meetings, learning events, and/or reports
- Work with CHWC Program Manager and Health & Medicine staff to develop partner contracts, voucher for payments, and report program outcomes to the Partnership and the EDA

- Where needed, work with CHWC leaders and partners to explore possibilities to up-skill CNAs and/or build additional grant-funded training program(s)
- After the program(s) is/are established, work with Health & Medicine staff to facilitate ongoing success (may include training permanent staff in continuing program oversight)

CHWC and Health & Medicine are seeking an experienced workforce development contractor who is entrepreneurial, organized and responsive, adept at building and negotiating stakeholder relationships, and committed to the principles of good jobs.

Qualifications:

- Experience developing and managing successful job training programs required
- Experience developing or managing collaborative projects with diverse partners required
- Familiarity with healthcare roles and/or healthcare employers preferred
- Familiarity with Chicagoland workforce development partners and landscape preferred
- Familiarity with federally funded workforce grants preferred

To Apply:

Please send a resume and cover letter to April Harrington, CHWC Project Manager, at april@chihealthworks.com. The cover letter should include an explanation of your qualifications and interest in this project.

We anticipate paying an hourly rate for this contract; please include your hourly rate in the cover letter. If you wish to work on a project basis instead, please include a high-level scope of work and your project rate.

Applications received by March 3rd will receive priority consideration. Please direct any questions about this request to April at april@chihealthworks.com.