



Position Announcement

Health Workforce Systems Manager (full-time, salaried, exempt)

Supervised by: Director, Strategic Workforce Initiatives

Starting salary range: \$52,000-57,000 annually

Background

The Public Health Workforce Collaborative (PHWC) and the Chicagoland Healthcare Workforce Collaborative (CHWC) are sector-based, employer-led partnerships managed by the Health & Medicine Policy Research Group (Health & Medicine). The PHWC and CHWC develop and support efforts that contribute to improved training, recruitment, and retention for public health and healthcare workers, respectively. Together, these Collaboratives seek to unite employers, training providers, supportive services providers, and other stakeholders to support an inclusive health workforce, provide accessibility to good jobs for unemployed and underemployed populations, and develop innovative responses to the evolving needs of the healthcare and public health industries.

The CHWC and PHWC are 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 provides funding to carry out training programs and supportive services for historically un- and under-employed populations to enter "good jobs" within the public health and healthcare sectors over the next three years.

The Position

Health & Medicine is seeking a **Health Workforce Systems Manager (Manager)** who will coordinate the health workforce ecosystem by aligning relevant resources, partners, and services to develop, implement, and track training programs and supplemental services for individuals entering the health workforce. This includes coordinating and facilitating the Youth Pathways Committee supported by both the PHWC and CHWC, as well as supporting the development of other pathways and collaborations in the PHWC. This person should be creative, entrepreneurial, organized, and responsive, familiar with system design principles, experienced with working with youth and early career professionals (ages 18-26), adept at building and negotiating stakeholder relationships, and committed to the values of health equity and social justice.

This position is grant funded through August 2025. Possibilities to extend or transfer this role may exist in the future.

Who We Are: Our Mission and Our Team

Health & Medicine is an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity. Health & Medicine has a four-decade history of promoting health justice in Chicago and Illinois through research, education, policy development, and collaboration.

Work Environment

Health & Medicine's offices are located in downtown Chicago and operate using a hybrid model. Currently, our 16-person staff work in the office 2 days per week and remotely for 3 days per week.

Health & Medicine's standard work week is 38 hours per week. Our work hours are generally 9am-5pm, and 9am-3pm on Fridays; some evening and weekend work will be required to support organization-wide events for specific programs. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois occasionally required.

Your Responsibilities

As **Manager**, you will contribute to Health & Medicine's Workforce Development portfolio in two main areas:

Systems Coordination

- Coordinate, facilitate, and direct the CHWC/PHWC Youth Career Pathways committee, including facilitating partner meetings, developing timelines, and managing communications for identified initiatives
- Support the coordination of the youth health career pathway ecosystem to facilitate easy entry into training pathways for youth, including working with Chicago Public Schools, Chicago Community Colleges, workforce development partners, employers, and other relevant stakeholders and programs to identify entry points, points of intersection, and alignment of resources
- Support the coordination of the public health career pathway ecosystem, focusing on pathways for community health workers, behavioral health workers, crisis response workers, reproductive health workers, researchers, and others by aligning training providers, employers, supportive services providers, and other stakeholders
- Build relationships with partnership members and others whose support is critical to the success of these pathways

Good Jobs Challenge Grant Management

- Work with CHWC and PWHC management and organizational partners to design training pathway programs and supplemental services that serve a minimum of 150 youth and 150 adults from 2023-2025
- Help select, supervise, and support the Health Pathways Coordinator, whose work includes, but is not limited to:
 - Negotiate employer, training provider, case management, and community partner roles for training programs; develop MOUs; develop systems to hold partners accountable for their duties and outcomes
 - Track and report on data pertaining to all documented integrated services provided to participants, and employment, wage, and job retention data tracking for at least 6 months after placement or start of training
 - Work with CHWC Facilitator and Health & Medicine staff to develop partner contracts, vouchers for payments, and report program outcomes to the Partnership and the EDA
- Support the development of quality training programs that lead to good jobs; ensure programs include robust recruitment strategies, supportive services, data tracking mechanisms, retention and career mobility support, and employer education
- Share program learnings with CHWC/PHWC and Health & Medicine partners through meetings, learning events, and/or reports as directed
- Facilitate ongoing program success (may include training permanent staff in continuing program oversight)
- Partner with relevant Health & Medicine staff and programs to collaborate on shared goals
- Other duties as assigned

Who We're Looking For

Applicants with these qualifications or transferable experience will be best prepared for this position:

- Master's degree with 2 years work experience or Bachelor's degree with 3 years work experience, or some college with 4 years work experience
- An interest in Health & Medicine's mission, vision, and values, including in cultural humility, diversity, and efforts to eliminate health inequities, and a strong desire to continue to learn and grow in these areas
- Experience developing and managing successful job training programs required

- Experience developing or managing collaborative projects with diverse partners required
- Experience working with youth and early career professionals required
- Familiarity with healthcare or public health roles and employers preferred
- Familiarity with Chicagoland workforce development partners and landscape preferred
- Familiarity with federally funded workforce grants preferred
- Strong interpersonal skills, including the ability to be respectful and responsive to a diverse array of Workforce team members, community partners, and participants
- Excellent administrative skills, including the ability to anticipate and assess needs, communicate challenges, troubleshoot problems, develop solutions, and manage expectations.
- Advanced written and oral communication skills, advanced competency in Microsoft Office and Zoom, and ability to rapidly learn new digital tools
- Comfort working individually with limited guidance once a workplan has been established
- Comfort coordinating and monitoring tasks in multiple project areas; knowledge of project management tools and approaches highly desirable.
- Experience in data collection, research, data visualization and program evaluation a plus

Our Benefits

Health & Medicine encourages staff to balance their professional and personal lives. To that end, the following are some of the benefits we offer:

- 100% Employer-paid health, dental and vision insurance
- Life insurance (\$10,000 in coverage paid for by HMPRG, additional coverage available)
- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Short and Long-term Disability Insurance
- Paid Vacation Days accrued at a rate of 1.25 per month
- 5 paid personal days per year
- Paid Sick Days accrued at a rate of 1 day per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- Compensatory time for hours worked above 38 per week
- \$75 monthly internet/phone reimbursement subsidy
- Pre-tax withholding for CTA passes
- Potential for flexible schedule

What to Expect: the application process and timeline

To apply, e-mail your resume and cover letter to jobs@hmprg.org. **Please write your name (Last, First) then “Workforce Systems Manager” in the subject line of your e-mail.** Our priority deadline is September 11, 2023, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely October 2023)

Selected candidates will be emailed to schedule a 10-15 minute introductory phone interview with our Director of Finance and Operations.

Candidates selected to move forward will then be contacted via e-mail to schedule a one-hour Zoom interview with two HMPRG staff members.

Finalists will be asked to submit contact information for three professional references.

An offer letter will be emailed to the final selected candidate.

Note: Research shows us that some candidates, particularly those from historically marginalized communities, apply for positions only when they feel like they meet 100% of the desired qualifications. At Health & Medicine, we know that very few people truly meet every single qualification for open positions. 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. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.

Health & Medicine is dedicated to the principles 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, or any other personal characteristic not relevant to the posted position.