

Position Announcement

Position Title: Program Coordinator, Chicago Area Health Education Center (AHEC)

Supervised by: Director of Workforce Programs

Supervises: N/A

Classification: Exempt, Full-time, Salaried

Organization Overview:

Health & Medicine Policy Research Group (Health & Medicine) has a 40-year history as 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 with a commitment to social justice. The Chicago Area Health Education Center at Health & Medicine (Chicago AHEC) is part of the Area Health Education Center (AHEC) Program created by Congress in 1971 to recruit, train and retain a health professions workforce committed to underserved and underrepresented communities. Chicago AHEC at Health & Medicine informs its work with a health equity and social justice framework while grounding its policy in the health career trajectory work of recruiting, training, educating, and maintaining a diverse health workforce in underserved communities.

Position Scope:

Working with the Director of Workforce Programs, the coordinator will help provide the coordination and support necessary to ensure that the deliverables of the Chicago AHEC annual workplans are accomplished on time, on budget, and at the highest level of quality in a community responsive way. This requires that the coordinator recognizes and values diversity within the work environment, participating as a member of the Chicago AHEC staff team in valuing individual differences and supporting one another's opportunity to achieve their greatest potential. General administrative support to the AHEC team and activities is an expectation of the position. A significant portion of the work will focus on programming in the Chicago Public Schools Career and Technical Education Health Science Cluster. The coordinator will also participate in and contribute to the identification of health workforce barriers and policy, working at the intersection of Health & Medicine AHEC and Equity initiatives.

Specific Responsibilities:

- Develop interdisciplinary learning objectives and action plans for AHEC Scholars and manages post-graduation communication with AHEC Scholars.
- Recruit candidates for the AHEC Scholars program by targeting minority students and socio-economically disadvantaged students currently enrolled in a two-year health professions degree program or allied health workforce degree program and determines eligibility of students based on application and grant criteria.
- Seek and secure training sites for AHEC Scholars to deliver effective health services in underserved communities in the Greater Chicagoland area upon entering the workforce.
- Coordinate didactic training for AHEC Scholars focused on the six Core Topic Areas as determined by the Health Resources Administration (HRSA).
- Collaborate with the training center preceptors to manage and facilitate clinical rotations for AHEC Scholars, including the management of schedules.

- Develop, schedule and facilitate Active Listening and AHEC-related trainings as needed.
- Provide financial administrative support for program initiatives.
- Manage AHEC Speakers Bureau, including: updating and managing database, recruitment of new speakers and scheduling speaking engagements
- Oversee general Chicago AHEC administrative tasks and particularly those related to the CPS CTE Health Sciences Cluster in consultation with the Director of Workforce Programs
- Provide regular status reports to the Director of Workforce Programs to allow them to assess workplan progress.
- Ensure that all relevant program and project information is entered into appropriate Chicago AHEC systems (finance and operations, iAHEC, CAD, CAT) in a timely and accurate fashion to support longitudinal tracking, reporting, as well as effective management and oversight.
- Problem-solve as needed to respond effectively to any changes in programming, project or center requirements.
- Schedule and attend biweekly Chicago AHEC team meetings
- Offer programmatic support that informs identification of policy development
- Maintain program Learning Management System site
- Help establish partnerships with schools, community-based organizations, clinics, and other healthcare facilities
- Assist with curriculum development and classroom instruction
- Assist with Train-the-Trainer development and pilot a Train-the-Trainer session
- Schedule meetings with partners, including community-based organizations, education and training providers, policy leaders, community members, and health providers
- Attend meetings of relevant coalitions/task forces in consultation with Director
- Maintain and implement program evaluation techniques, including online and paper surveys
- Other general administrative duties as assigned

Qualifications:

- Bachelor's degree with 2 years work experience, or some college with 3 years work experience
- An interest in cultural humility, diversity, and efforts to eliminate disparities in health outcomes along with the desire to continue to learn and grow in this evolving area.
- Strong interpersonal skills, including the ability to team effectively across service areas and with a diverse array of AHEC team members, community partners, and participants.
- Excellent customer service skills, including the ability to anticipate and assess needs, troubleshoot problems, develop solutions, and manage expectations.
- Advanced written and oral communication skills.
- Comfortable working individually with limited guidance, as well as collaborating with other team members on larger scale projects.
- Experience in data collection and program evaluation
- Advanced competency in Microsoft Office. Knowledge of project management software highly desirable.
- Experience with community work/outreach, mentoring and with underserved communities
- Data research, analysis, and visualization skills/GIS experience a plus

Other qualifications we are looking for:

- Ability to multi-task and work on several projects simultaneously
- Ability to work in fast-paced, deadline-oriented environment with a team
- Interest in public health, healthcare access, health systems reform, health equity, social justice, and policy issues

Work Environment:

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago and suburbs occasionally required
- National travel occasionally required
- Work week is generally 9:00 a.m. – 5:00 p.m., some evening and weekend work required
- Health & Medicine is an equal opportunity employer

Note on Modified Work Environment During COVID-19 Pandemic

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phoneline that enable them to conduct their work. Health & Medicine's modified work environment in response to COVID-19 is considered to be temporary and subject to change. We will continue to monitor and be responsive to the COVID-19 pandemic.

Salary and Benefits:

Starting salary range \$38,500-43,000 annually depending on qualifications and experience.

Excellent benefits package including:

- 100% employer-paid health, vision, and dental insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time and 10 paid holidays
- 401K retirement plan, with employer contribution after one year
- 12 weeks fully paid maternity/paternity leave policy

To Apply:

- Email a cover letter and resume, to Ann Duffy at jobs@hmprg.org. **Please write your name (Last, First) then "AHEC Program Coordinator" in the subject line of your e-mail.** Incomplete applications will **not** be accepted
- Deadline to apply is November 5, 2021.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train, and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or any other protected status.