



### **Position Announcement**

Workforce Logistics Coordinator (full-time, salaried, exempt)

Supervised by: Senior Workforce Policy Analyst and Workforce Systems Manager

Starting salary range: \$48,000-51,000 annually

### **Background**

#### **Community Health Worker Initiatives**

Health & Medicine Policy Research Group (Health & Medicine) began our Community Health Worker (CHW) Initiative in 2018 with funding from two West Suburban local foundations. The West Suburban CHW Initiative serves to address the ongoing local need to increase awareness of health and human service resources, connect people to needed services, and promote community health workforce development. In coordination with the Sinai Urban Health Institute, the CHW Initiative currently works with five different organizations to train CHWs; support their supervisors; and lead a learning collaborative that strengthens the skills, referral networks, and knowledge of those involved. With the long-term goal of creating communities with accessible, high-quality health and human services for all, we serve as the backbone and key convener for this initiative. In 2022, we launched the CHW Learning Lab, a quarterly learning collaborative opportunity open to CHWs across the Western Suburban region. The Learning Lab offers an additional space for expanding CHW referral networks and cross-sector relationship building as well as additional professional development opportunities.

Also in 2022, Health & Medicine expanded the CHW learning collaborative model in partnership with the Cook County Department of Public Health. In this initiative, we also serve as the backbone and key convener for monthly CHW and quarterly CHW Supervisor learning collaborative meetings for 12+ community-based organizations located across suburban Cook County.

Health & Medicine is currently working to merge these two related efforts into one comprehensive initiative that serves all of Suburban Cook County. There may be opportunities to further expand this work into new localities and organizational partners in the future.

#### **Good Jobs Challenge**

The Public Health Workforce Collaborative (PHWC) and the Chicagoland Healthcare Workforce Collaborative (CHWC) are sector-based, employer-led partnerships convened by 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 and industry partners to support an inclusive health workforce, provide accessibility to good jobs for unemployed and underemployed populations, and develop innovative responses to the evolving workforce needs of the healthcare and public health industries.

The CHWC and PHWC are part of a collaboration 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 (GJC) 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 two years. Health & Medicine is responsible for the implementation of the health sector’s involvement in the GJC grant.

### **The Position**

Health & Medicine is seeking a Workforce Logistics Coordinator who will support Good Jobs Challenge training pathways and Community Health Worker learning collaborative initiatives. This includes supporting GJC pathway development, recruitment, stakeholder engagement, tracking and reporting, as well as planning, coordinating, and supporting CHW learning collaborative meetings, supporting evaluation and reports, and creating and modifying resources to support CHW work. This person will also support the Senior Workforce Policy Analyst and Workforce Systems Manager in their duties as needed.

This person should be organized, responsive, familiar with principles of project management, experienced at building and negotiating stakeholder relationships, and committed to the principles 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**

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 building power and momentum for social justice and health equity in Illinois. We have a four-decade history of promoting health justice in Chicago and Illinois through research, education, policy development, and collaboration.

Health & Medicine recognizes that developing a robust, highly trained, and culturally competent health workforce is central to achieving our mission. We have extensive experience in promoting the development of workforce policies and strengthening the health careers pipeline, making us Illinois’ leading health workforce research and policy organization.

### **Work Environment**

Health & Medicine’s offices are located in downtown Chicago and operate using a hybrid model. Currently, our 17-person staff work in the office 1 day per week and remotely for 4 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 is occasionally required.

### **Your Responsibilities**

As a Coordinator, you will contribute to Health & Medicine’s Workforce portfolio through:

#### *CHW Initiatives Support:*

- Serve as the central logistics contact for West Suburban, Cook County Department of Public Health (CCDPH), and other grantee partner CHW initiative sites, foundations, trainers, and evaluators



- Coordinate and participate in scheduled meetings with organizational partners and other conference calls and meetings as directed, including managing scheduling, invitations/reminders, and logistics of these events
- Work with the Sinai Urban Health Institute (SUHI), South Suburban College, University of Illinois at Chicago Office of Community Engagement And Neighborhood Health Partnerships (UIC OCEAN-HP), and Illinois CHW Association (ILCHWA) to support training and evaluation efforts
- Coordinate logistics for regular meetings with the CHW learning collaboratives, supervisor collaboratives, and learning labs
- Ensure participation by appropriate person(s) from organization(s) in planning and contractor meetings
- Review contracts and job descriptions with participating organizations to ensure that they are meeting client/patient needs as well as grant deliverables
- Complete and submit reports and documentation requirements
- Track upcoming events and assure that all required preparations are completed
- Assist in coordinating forums, presentations, conferences, roundtables, and webinars with CHW stakeholders, including policy and systems leaders to advance the role of the CHW workforce in Illinois
- Support policy and systems change to support and grow the CHW workforce in Illinois;
- Create and modify existing resources to support CHW work
- Other duties as assigned

*Good Jobs Challenge Support:*

- Work with CHWC and PHWC management and organizational partners to support implementation and track training pathway programs and supplemental services that serve a minimum of 250 job seekers from 2023-2025
- Support CHWC and PHWC management in negotiating employer, training provider, case management, and community partner roles for training programs; assure MOUs and contracts are signed and fulfilled
- Help partners voucher for payments and report on program outcomes to the Partnership and the EDA
- Implement CHWC/PHWC duties as agreed upon in program design phase, such as:
  - Draft program recruitment materials and marketing strategies
  - Disseminate program recruitment materials to community partners, job seekers, and recruitment agencies
  - Support the development of career exploration materials to expose participants to career opportunities beyond their initial job placement
  - Develop outcomes tracking systems
- Where needed, work with CHWC/PHWC management and partners to explore possibilities to up-skill training participants and/or build additional grant-funded training program(s)
- Track and report on data pertaining to all documented integrated services provided to participants, as well as employment, wage, and job retention data of participants for at least 6 months after placement or start of training
- Facilitate ongoing program success (may include training permanent staff in continuing program oversight)
- Other duties as assigned



### **Who We're Looking For**

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

- High school degree with 2 years work experience, or some college with 3 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 supporting successful health education or workforce development programs preferred
- Experience working as a Community Health Worker/Promotor(a) de Salud or with Community Health Workers 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
- Familiarity with healthcare or public health roles and employers helpful
- Familiarity with Chicagoland workforce development partners and landscape helpful
- Familiarity with federally funded workforce grants helpful
- 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.
- Introductory 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
- \$100 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](mailto:jobs@hmprg.org). Please write your name (Last, First) then “Workforce Logistics Coordinator” in the subject line of your e-mail. Our priority deadline is November 13, 2023 but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely early January 2024)

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.**