



## POSITION ANNOUNCEMENT

**Job Title: Workforce Initiatives Manager**  
**Supervised by: Director, Strategic Workforce Initiatives**  
**Co-Supervises: Workforce Logistics Coordinator**  
**Classification: Exempt, Full-time, Salaried**  
**Starting Salary Range: \$69,500-\$76,500 annually**

### **Background**

Health & Medicine Policy Research Group (Health & Medicine) has supported Community Health Workers (CHWs) through workforce development, research, policy advocacy, and systems implementation for over a decade. In coordination with the Sinai Urban Health Institute, Health & Medicine works with local organizations to train CHWs, support their supervisors, and lead a Learning Collaborative that strengthens the skills, referral networks, and knowledge of those involved. In 2022, Health & Medicine expanded the CHW Learning Collaborative model in partnership with the Cook County Department of Public Health, and also launched the CHW Learning Lab, a quarterly opportunity open to CHWs across the Western Suburban region. This past year, we successfully merged these separate collaboratives into one comprehensive Learning Collaborative for Suburban Cook County. With other localities interested in replicating this model, this role would be instrumental in efforts to scale and expand.

In addition to the Learning Collaboratives, Health & Medicine supports research, policy advocacy, and implementation of recommended strategies for CHW stakeholders across the state of Illinois. This includes supporting local training providers and offering recommendations for best practices, working with state and local agencies on relevant research projects, participating in state-level policy implementation workgroups, contributing to the development of financing systems that sustain CHWs, and supporting the creation and implementation of organizational and public policies that support CHW workforce growth and sustainability.

### **The Position**

Health & Medicine is seeking a Workforce Initiatives Manager to serve as a convener and thought leader for CHW-related efforts and future workforce development initiatives. The Workforce Initiatives Manager enables the success of local and state-level CHW initiatives through Health & Medicine's workforce development initiatives, research and dissemination of best practice, systems implementation work, and policy advocacy/advancement. An additional key aspect of this position is partnership and coordination with other CHW-focused entities in the state, like co-chairing the Illinois CHW Association's Workforce Development committee and collaborating with multiple stakeholders to develop and implement a Medicaid billing hub for CHWs. This position also co-supervises the Workforce Logistics Coordinator in their duties related to the CHW Learning Collaboratives.

### **Who We Are**

Health & Medicine Policy Research Group (Health & Medicine) is an independent non-profit health policy and advocacy center in Chicago working to build 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 Community Health Worker workforce policies and strengthening the CHW careers pipeline, making us Illinois' leading CHW workforce research and policy organization.

### **Work Environment**

Health & Medicine's offices are located in downtown Chicago and operate using a hybrid model. Currently, our 19-person staff work in the office 1 day per week and remotely for 4 days per week, subject to change. 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 and some specific program events. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois is occasionally required.

### **Responsibilities**

#### ***Community Health Worker Learning Collaboratives***

The Workforce Initiatives Manager will lead the development and operationalization of CHW Learning Collaboratives and will:

- Build and manage relationships with relevant CHW employers, training providers, and funders.
- Convene CHW learning collaboratives for identified partner organizations and their CHWs.
  - Coordinate with identified training providers to align CHW learning collaborative agendas with provision of trainings.
- Convene the Supervisors Learning Collaborative for peer learning, skill building and introduction of new concepts and trainings for CHW supervisors and organizational leadership.
  - Collaborate with identified training providers to develop and implement a comprehensive approach to building capacity of CHWs and the organizations they are working within.
- Oversee the expansion of the Learning Collaborative model into new localities, including developing relevant systems and processes for successful implementation, providing technical assistance to interested stakeholders, and managing logistical coordination during initial states.
- Develop, conduct, analyze, and report on relevant CHW assessments.
- Provide technical assistance to employers on CHW employment best practices, CHW certification, and Medicaid reimbursement implementation.
- Support Development staff in grant application and reporting processes, including drafting program narratives, advising on budgets, providing data, and other tasks.
- Advise and support the future expansion and sustainability of the Learning Collaborative model.
- Co-supervise the Workforce Logistics Coordinator and ensure they fulfill their responsibilities related to the coordination and promotion of learning collaboratives.

#### ***Research, Reports, and Policy Advocacy***

The Workforce Initiatives Manager will use their expertise on organizational and policy reforms to advance the CHW workforce. They will:

- Review and analyze organizational, local, regional, state, and national policies and initiatives for the development of policy and program framing and implementation recommendations.
- Research, analyze, and assist with visualizing data relevant to policy development and advocacy.
- Develop research papers, policy briefs, factsheets, and presentations on relevant information that

promotes CHW workforce sustainability and advancement.

- Work with and convene relevant partners on the creation, dissemination, analysis, and implementation of recommendations for initiatives that support the CHW workforce.
- Attend Illinois CHW Review Board meetings and support the implementation of related efforts.
- Participate in state-level workgroups related to CHW Certification and Reimbursement.
- Develop and deliver guidance materials for CHWs and organizations related to CHW certification and Medicaid reimbursement.
- Provide strategic guidance to support the creation and operationalization of a CHW Medicaid Billing Hub, including training/guidance materials for CHWs and Employers.
- Serve as Co-Chair for the Illinois Community Health Workers Association on their Workforce Development Committee; fulfill designated duties for that role.
- Support the Public Health Workforce Collaborative's Funding Sustainability Action Team as directed.
- Translate lessons learned from CHW policy, systems change, advocacy, and sustainability efforts to the broader community of public health workers and implement strategies as needed.
- Complete other relevant tasks and grant deliverables as assigned related to the CHW or broader public health workforce.
- 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 experiences will be best prepared for this position:

- Bachelor's degree with 5 years work experience or Master's degree with 4 years work experience
- Strong foundation of knowledge of the role and value of CHWs and their influence on public health, communities, individuals, and families
- Interest in and a passion for public health, health care access, health systems reform, health equity, social justice, and policy issues
- Working knowledge of best practices related to CHW workforce development and integration within health systems and/or health-focused organizations
- Adept at facilitating consensus development/shared initiatives among diverse stakeholders
- Experience developing, analyzing, promoting, or implementing policy initiatives
- Comfort with developing and delivering presentations to large audiences
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Ability to manage multiple projects and workstreams simultaneously; efficiently manages time, effectively prioritizing tasks and meeting deadlines
- Excellent written and oral communication skills, in formal and informal settings
- Excellent attention to detail and a commitment to producing high-quality work.
- Previous experience working in a nonprofit or grant-funded organization preferred.
- Advanced competency in Microsoft Office and Office 365; ability to adapt and learn new technology, software, and equipment quickly
- Familiarity with Cook County and Lake County organizational ecosystem preferred
- Familiarity with state-level policy implementation and Medicaid billing processes preferred
- Supervision experience preferred

## **Our Benefits**

Health & Medicine encourages staff to balance their professional and personal lives. Some of the benefits we offer include:

- 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

## **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 Initiatives Manager” in the subject line of your e-mail.** Our priority deadline is January 6, 2025, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely March 2025)

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 and may be invited to a final meeting with the Deputy Director or Executive Director.

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.**