**RUSH UNIVERSITY MEDICAL CENTER**

# JOB DESCRIPTION

**TITLE:** Community Health Manager  **DEPARTMENT:** Breast Cancer Task Force

**REPORTS TO:** Executive Director **COST CENTER**: 9160-920-28

**JOB CLASS NO:**

**JOB GRADE:**

**FLSA STATUS:** Salaried

**GENERAL SUMMARY:**  The Metropolitan Chicago Breast Cancer Task Force (Task Force) is a not-for-profit organization formed in 2008 in response to Chicago’s large racial disparity in breast cancer mortality. The Task Force’s mission is to save women’s lives by eliminating health disparities in Illinois, through the lens of breast cancer.  We address women’s health holistically with the goal of eliminating inequities in prevention, screening, diagnosis, treatment, and survivorship for all women. While originally dedicated exclusively to breast health, the Task Force is seeking to expand our scope to include cervical cancer screening and to serve women more broadly including a creation of a medical homes project. The Task Force takes a multi-faceted and evidence-based approach that involves initiatives in outreach, education, navigation, advocacy, research and quality measurement and improvement in medical care. Our efforts are data-driven and based on prior research findings to the greatest extent possible.

**PRIMARY JOB DUTIES AND RESPONSIBILITIES:**

The Community Health Manager will work collaboratively with the Program Team (Community Engagement and Communications Manager and Executive Director of the Task Force), to engage women for improved breast health outcomes overall and for other health outcomes that may be developed in new initiatives. S/he will work with the Program Team to think strategically about how the Task Force can interact with the public and with women in high breast and other diseases mortality areas to encourage access to and utilization of healthcare services in a manner that leads to completion of preventive healthcare services and diagnostic follow up when needed. Such strategic thinking will include analysis of outreach strategies and also review of the processes of operations at the Task Force for outreach and navigation.

S/he will be responsible for the day-to-day duties associated with maintaining the navigation programs, including training and supervising the patient navigators and managing them to defined metrics. Critical to success is ensuring that grant deliverables are achieved and this involves assessing navigation and outreach data from the Navigation and Outreach ACCESS database to ensure that sufficient volume is being achieved and that navigation is timely and women are accessing appropriate services including diagnostic and treatment at comprehensive fully accredited centers.

S/he will be responsible for developing or updating of the health promotion materials. This will include researching current guidelines for health issues being worked on by the Task Force and assembling the information into easy to understand one-pagers or brochures. Familiarity with health literacy and providing health information in an easy to understand fashion is critical to the success of this activity.

Responsible for synthesizing best practices for outreach and navigation strategies as it relates to navigation outcomes from the literature and from analysis of Task Force navigation and outreach database and collaborating with the community outreach and engagement team to deploy such strategies.

S/he will be responsible for developing or updating survey instruments and evaluation tools, and documenting and coordinating all project-related activities.

S/he will utilize the ACCESS Navigation database to assess navigator work and to ensure high quality navigation. S/he will continually assess the ACCESS database for improvements to increase efficiency and to improve metric attainment. S/he will also train the community health outreach and navigation staff in appropriate content in order to optimally meet the program outreach and navigation goals.

Responsible for (in collaboration with the Executive Director) writing grants to support patient navigation and outreach, for grant reports and their deliverables and for monitoring progress related to each grant. S/he will also prospect for new opportunities for funding/support of the navigation and outreach efforts in collaboration with the Development Manager and the Executive Director.

**Supervision and Training** (50%)

* Provide daily supervision of community health navigators (CHN) and educators (CHE) in educating and disseminating health messages in the community and navigating patients across the continuum of care;
* Assist CHN and CHEs in achieving project goals, perform annual CHN/E evaluations and other supervisory duties as assigned;
* Thoroughly document CHN/E efforts and manage their work load to achieve goals and to allow for process evaluation and replication of efforts and publication of work;
* Design and update training materials for staff and present these trainings in a thorough and organized manner;
* Oversee all aspects of navigating women to mammograms, diagnostic exams and treatment, if needed, through the Task Force Navigation Initiatives
* Track all navigation activities through the Task Force’s navigation database tool and provide monthly reports
* Assist with data base quality assurance
* Maintain a caseload of navigation client

• Assist in reviewing, improving or developing health promotion curricula and materials and training staff on how to deliver these messages to the community and through navigation.

**Community Outreach and Relationship Building (20% of Time)**

* Develop and maintain relationships with Metropolitan Chicago’s high level community leaders, community based organizations, faith based organizations, women’s associations, health institutions, breast cancer organizations and informal social networks
* Work with community partners to develop referrals to the Task Force for services
* Present the Task Force’s work as a speaker at a variety of events and seek out opportunities to present such work.
* Assist with planning and implementing the Task Force’s annual fall event
* Market the Beyond October program and help drive program participation to this and other Task Force events
* Attend community based events, including health fairs, support group meetings etc.,
* Staff the Task Force’s Community Health committee

**Grant writing and Grant Reports and IRB preparation (20%)**

* Writes grant proposals for community foundations, corporate funders and others to support the navigation programs
* Responsible for overseeing all grant deliverables for the Task Force Community Health programs
* Writes grant reports and communicates with funders as necessary
* Prospects in collaboration with the Executive Director and Development Manager for new sources of revenue including new grants.
* Assist in IRB applications for community health projects.

**Other Duties including Administrative (10%)**

* Support the team in project management duties such as planning and implementing new program activities and staffing new projects;
* Actively participate in meetings, including all project-related meetings and other organization wide efforts;
* Ensure effective communication among the community health staff, other Task Force program areas, and among significant partners;
* Other Task Force project activities as needed.

**QUALIFICATIONS:**

A successful candidate should have:

* An M.P.H. in Community Health, Behavioral Health Sciences, Health Education or a closely related field and three years of experience;
* Strong interest in health disparities and in working in underserved communities
* A proven track record of supervising staff (preferably community health workers) and excellent managerial expertise.
* Ability to motivate staff, promote accountability while maintaining high workplace morale
* Exceptional interpersonal skills with a willingness to work as part of a team, yet independently on one’s own responsibilities;
* Excellent public speaking and presentation skills
* The ability to maintain effective collaborative relationships with community organizations;
* Skills to communicate effectively via written, oral and visual media;
* Excellent organizational and computer skills;
* Ability to manage multiple tasks, prioritize and follow-through with responsibilities;
* Sensitivity to the needs and cultures of diverse communities;
* A working knowledge of data management and data collection;
* A working knowledge of Microsoft products (Word, Excel, Access and PowerPoint);
* Familiarity with IRB/HIPAA requirements;
* Have research experience and be able to read and synthesize information from the literature, create a literature review and bibliography;
* Ability to attend evening and weekend community events and meetings essential
* Flexibility regarding work assignments and a “can do” attitude important

The following would be considered a plus:

* Knowledge of breast and cervical health
* Ability to engage in public policy research
* Familiarity with public relations/marketing a plus
* Knowledge of a variety statistical software programs (Arc-GIS, Tableau, SAS, STATA, SPSS) is a plus;

**Disclaimer:** The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

New: 9/10/18

**All inquiries should come to: Anne Marie Murphy – annemarie\_murphy@rush.edu**