

IPHA AmeriCorps Member Position Description

Position Focus: PHN Program Regional Lead

Host Site Information: Illinois Primary Health Care Association, www.iphca.org

Position Location: 500 S. 9th Street, 2nd Floor, Springfield, IL 62701

Benefits:

- A Living Allowance of \$10,094.00
- An Educational Award upon completion
- Childcare benefits, if applicable
- Professional Development & Career Experience

Primary Responsibilities:

- Effectively implement and monitor grant funded PHN program.
 - Review project work plans for current grants and ensure implementation of activities to meet deliverables for PHN Regional Coordinator program.
- Participate in long- and short-term goal setting, program development and planning.
- Provide guidance to sub-grantees to identify partnership opportunities and promote relationship-building among community health resources to support COVID-19 contact tracing, care coordination and education.
- Provide training and technical assistance to PHNs sub-grantees (FQHCs).
- May require some weekend coordination of PHN activities in the region and amongst other Regional Leads.
- Effectively implement written and online tools for programmatic use including surveys and evaluation instruments.
- Creates content and/or materials (e.g. fact sheet, resource materials) to support communication and education efforts.
- Support PHNs to effectively document, monitor, and evaluate contact tracing and resources. Using and managing systems for the grant as appropriate (i.e. Sales Force and any other PHN resource software standard).
- Compile and submit periodic reports to the PHN Director as needed by the funding agency and prepare other meeting reports.
- Staff IPHCA/IPHA PHN meetings when assigned and prepare committee reports or follow-up activities as needed.
- Contribute PHN information necessary for the program through the PHN Coordinator for publication on IPHCA website, Instagram, Slack, Dropbox, etc. as needed.
- Supports day-to-day project operations as well as additional and/or alternative duties as assigned from time to time in sole discretion of IPHCA.
- Serve a total of 1,200 hours over an 9-month period.
- Complete and submit all necessary IPHA AmeriCorps paperwork and reports by pre-determined deadlines.
- Attend all IPHA AmeriCorps trainings including orientation and team trainings.
- Complete all IPHA AmeriCorps required National Days of Service projects.
- Some local and out of town travel required.

IPHA AmeriCorps Position Requirements:

- 18 years of age or older by term of service start date.
- U.S. Citizen, U.S. National or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Complete Federal and State criminal background check and Sex Offender Registry check (all provided and coordinated by IPHA AmeriCorps Program)
- Valid Driver's License and proof of insurance; or valid State ID
- Regular and reliable attendance.
- Ability to commit to the full term of service.

Host Site Preferred Qualifications:

- Bachelor's degree in public health/social services with two or more years of experience in developing and implementing public health/grant funded projects.
- Strong interpersonal, writing and communication skills

- Familiarity with state/local/foundation public health grants process
- Candidates with care coordination, clinical or other advanced training/ networking or community collaboration/quality improvement will be given preference.
- Good communications – verbal with external and internal stake holders – be able to serve as the Association’s external face, should be presentable, pleasant with good manners and persona
- Must easily work with a diverse membership
- Good communications – written – able to prepare grant reports, external communications for members and non-members, articles for newsletter and IMAIL
- Plan and manage meetings, prepare agendas and meeting reports, should be able to lead and facilitate discussions on related topics
- Presentation skills – able to prepare and deliver presentations to variety of audiences
- Prepare training agendas, course outlines, curriculum/syllabus, evaluation etc.
- Develop, field, analyze surveys and prepare reports
- Must have the ability to foster the values of collaborative systems and quality assurance in customer service.

Transportation Information:

- Position location is accessible by public transportation.
- Personal vehicle is recommended to get to position location.
- Personal vehicle must be used for Host Site service activities. Mileage will be reimbursed by Host Site.