



## Job Description

### Senior Manager of Community Health

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**Enlace Chicago** convenes, organizes, and builds the capacity of Little Village stakeholders to confront systemic inequities and barriers to economic and social access.

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**Job Summary:** The Senior Manager of Community Health will lead the formation and supervision of a Pandemic Response Team, which will be created within Enlace's Community Health Team, that will support Little Village community members in connecting to services, resources and emergency financial assistance. The Senior Manager will also oversee the Pandemic Response Team's efforts to prevent the spread of COVID-19 in Little Village. In addition to supervising the team, the Senior Manager will manage budgets and support with writing reports for grants that support the efforts of the Pandemic Response Team. They will also oversee program evaluation activities and manage subcontracts with partner agencies.

**Reports to:** Director of Community Health

**Accountable to:** Enlace Leadership Team

**Communicates with:** Enlace Community Health Team, Enlace staff and partners

**Informs:** Enlace staff and partners, funders, the broader Little Village community

**Status:** Full-time

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#### Essential Duties and Responsibilities

- Directly supervise a team of three to five staff on the Pandemic Response Team, which includes holding regular check-ins and reflection sessions, overseeing work plans, and ensuring completion of yearly evaluations
- Work closely with community partners to become deeply familiar with community resources that support sustainable, healthy families
- Oversee the disbursement of emergency assistance funds for residents demonstrating significant financial hardship, including overseeing the application process
- Lead the hiring and training of a large team (10 to 20 full- and/or part-time staff) that will support efforts to coordinate resources and provide follow up for individuals directly impacted by COVID-19 in Little Village and surrounding communities
- Develop and manage subcontracts with partner agencies that will hire their own teams to provide support with resource coordination and follow up for Little Village residents directly impacted by COVID-19
- Represent Enlace at relevant funder and partnership meetings relating to pandemic response efforts
- Support with grant reporting and the development and management of budgets for Enlace's Pandemic Response Team
- Oversee program evaluation, including development of evaluation measures, collection and analysis of data, design and maintenance of databases, and tracking of progress towards programmatic objectives
- Ensure that all data is secure and confidential and that all reporting is completed in a timely and accurate manner
- Provide minimal support with grant proposal writing and marketing/promotion of events and initiatives of Enlace's Community Health Team

- Stay abreast of new programs and changes in scope of and eligibility for existing programs involving public benefits, emergency assistance funds, rental and utility assistance programs, and other forms of economic relief

**Supervisory Responsibilities:** Directly supervise between three to five full-time staff, including one or two staff members who will be supervising teams that are focused on resource coordination and preventing the spread of COVID-19 in the community

**MINIMUM QUALIFICATIONS:**

- Fully bilingual in English and Spanish
- MSW, MPH, MHA or master’s degree in related field and a minimum of five years of relevant work experience or bachelor’s degree in health/social service field and at least eight years of relevant work experience
- At least four years of experience supervising full-time staff
- Strong organizational skills and attention to detail
- Demonstrate flexibility and the ability to prioritize, and have experience working on multiple tasks efficiently and effectively
- Demonstrate initiative and the ability to work independently
- Experience hiring and training entry-level staff
- Experience developing and managing budgets and overseeing grant compliance
- Experience with program evaluation and working with databases
- Experience with grant reporting
- Strong understanding of community health worker (CHW) models; experience supervising CHWs strongly preferred
- Experience working with diverse populations, particularly predominantly immigrant Latinx communities
- Knowledge and proven experience in community-based work; preference given to candidates with strong connections to and deep familiarity with Little Village
- Demonstrated ability to build relationships and work in a collaborative fashion
- Demonstrated commitment to health equity and social justice
- Ability to travel around Little Village and surrounding communities
- Ability to work some evenings and weekends each month as required

**COMPENSATION:** Salary range is \$58,000 to \$65,000, commensurate with experience; Enlace’s comprehensive benefits package includes health, dental, life, and short- and long-term disability insurance, 403b retirement options, and generous paid time off.

**Enlace Chicago is an Equal Opportunity Employer.**

Interested applicants should submit a cover letter **in Spanish** and resume (in English or Spanish) to [jobs@enlacechicago.org](mailto:jobs@enlacechicago.org), using the title “Senior Manager of Community Health” in the subject line.

**Deadline for submission:** August 9, 2020