



Communities In Schools of Chicago
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cisofchicago.org

POSITION DESCRIPTION HEALTH PARTNERSHIP SPECIALIST

Communities In Schools (CIS) of Chicago is a nonprofit organization that works in partnership with Chicago Public Schools (CPS) and community organizations to help students stay in school and be successful. During the 2019-2020 school year, CIS of Chicago will partner with 175 Chicago public schools to connect more than 1,800 services and programs to more than 70,000 CPS students and their families by leveraging community partner programs and services. In addition, CIS of Chicago places full-time Student Supports Managers (SSMs) in 31 Chicago public schools – our Intensive School partners. Our staff in these schools provide intervention services to a caseload of 50 students (per school) who are at risk of dropping out, as well as connect support services to the whole school.

CIS of Chicago was founded in 1988, and is an affiliate of Communities In Schools, Inc., a national nonprofit organization with offices in more than 150 different cities.

The **mission** of Communities In Schools of Chicago is to surround students with a community of support, empowering them to stay in school and achieve in life. The **vision** of CIS of Chicago is to ensure that every public school student in Chicago graduates from high school prepared to succeed. The organization's core values are *Impact, Integrity, Relationships, and Social Justice*.

CIS of Chicago provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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CIS of Chicago is seeking a full-time Health Partnership Specialist. This position is an integral part of the organization's Partnership Team, a group of eight professionals, four of whom, Community Partnership Specialists, manage the partnerships of more than 200 agencies, institutions, and individuals that provide services in the areas of the arts, college and career readiness, physical health and wellness, and behavioral and mental health; and four of whom, School Partnership Specialists, manage the partnerships of our growing network of schools. Together, with the Director of Partnerships, members of the Partnership Team execute trainings and events, monitor the quality of community

partner programming, and play supporting roles in a variety of other organizational projects as needed, in addition to working to make meaningful school and community partner connections.

By focusing on health education programs and physical health services, the Health Partnership Specialist has the opportunity to ensure that CIS' network schools have the resources they need to produce healthy students and create healthy school climates. They are responsible for maintaining a portfolio of health partners and expanding the reach of CIS' partner network by recruiting new health partners and ensuring that the right partners get connected to the right schools. Their work also includes collaborating with other youth-serving health entities, including the CPS Office of Student Health and Wellness, to promote and support student-focused health policies and initiatives.

Responsibilities

- Connect 30,000-35,000 students with a variety of health education programs and physical health services
- Manage a portfolio of approximately 55 health education and physical health service community partners and recruit new partners to fill high-need service gaps
- Provide support to 20 network schools to promote adherence to the Healthy CPS indicators through school practices and community partnerships
- Collaborate with members of the Community Partnership Team to develop and report on partnership strategies and goals and provide a partner training series and quality monitoring system
- Collaborate with CIS' School Partnership Team and Intensive School Team to promote health partners and understanding of district health policies
- Collect and monitor data for connections of health programming to schools as well as regularly monitor the quality of health provider programs
- Represent CIS in relevant community or coalition groups and keep the organization informed of the latest trends and research in health promotion
- Assist in the writing and reporting of health grants
- Lead or assist with other organizational projects, as needed

Desired skills and attributes

- Ability to work collaboratively as well as independently
- Willingness and desire to be a strong team player within department and across the organization
- Skilled at multi-tasking and meeting multiple deadlines
- Adept at cultivating meaningful partnerships while setting clear expectations and achieving organizational outcomes
- Strong problem-solving ability and strategic thinking
- Excellence in communicating with diverse audiences
- Detail-oriented, with a commitment to follow-up and follow-through
- Skilled at thorough and organized record-keeping and data entry
- Sound written and oral communication
- Enthusiasm for mission-driven work

Qualifications

- Bachelor's degree with at least three years of relevant work experience
- Advanced-degree candidates, particularly in the field of public health, preferred
- Experience working with urban public schools and community organizations
- Must have reliable access to a vehicle plus a valid driver's license and proof of insurance

Reports to: Director of Partnerships

Work environment:

The position will be based out of the CIS of Chicago office in the West Loop with regular travel downtown and to school and partner sites.

Application Process:

To apply for this position, please submit: a) a current resume; b) a cover letter, indicating why you are interested in being the Health Partnership Specialist at CIS of Chicago and what makes you a uniquely strong candidate for the position; and c) in a document separate from the cover letter, brief responses to the pre-interview questions below (up to 300 words total).

Applicants that do not submit all three elements of the requested materials will not receive consideration. Please attach all three documents in a single e-mail and include "2019 Health Partnership Specialist" in the subject line. All postings should be directed to jobs@cisofchicago.org. No telephone calls or faxes, please.

Pre-Interview Questions:

1. What attracted you to this position?
2. How familiar are you with Chicago's diverse neighborhoods? What experiences have you had with the city? To what areas are you most connected? (If you have not had experiences in Chicago but have had substantive experiences working or volunteering in an urban environment elsewhere, please name the city/cities and describe those experiences.)
3. Please list five adjectives that describe your work style.
4. Do you have reliable access to a vehicle for work-related travel throughout the city, as needed?

PROFESSIONAL LEVEL

Professional

MINIMUM EDUCATION REQUIRED

Bachelor's Degree

TIMING

Desired start date: August 2019