



Job Description Health and Wellness Coordinator

Enlace Chicago is dedicated to making a positive difference in the lives of residents of the Little Village community by fostering a physically safe and healthy environment in which to live and by championing opportunities for educational advancement and economic development.

Purpose: The Health and Wellness Coordinator supervises a team of promotorxs de salud and ensures programmatic goals and objectives are met relating to access to care, mental health promotion, and chronic disease prevention. In addition, the Health and Wellness Coordinator facilitates Roots to Wellness (R2W) meetings, coordinates projects and activities created by the collaborative, and oversees the R2W referral system. When needed, the Health and Wellness Coordinator will also support the team of promotorxs with health education and outreach, health insurance and public benefits enrollments, and referral coordination and follow-up.

Status: Full-time

Reports to: Community Health Manager

Accountable to: Associate Director, Education Director, Community Schools Manager, Resource Coordinators, R2W Member Organizations

Communicates with: Community Health Team, Enlace Staff, Community Health Partners, PAES Members and Partners, Funders

Informs: Enlace staff, R2W Members, the broader community

Essential Duties and Responsibilities

- Supervise team of promotorxs, which includes holding regular check-ins and reflection sessions, overseeing work plans, and ensuring completion of yearly evaluations
- Work with team of promotorxs, Resource Coordinators, and Public Health Coordinator to coordinate wellness programming and public benefits/health coverage enrollment services at schools and gardens
- Be available to explain health coverage options, answer general health questions, and support residents and families in accessing healthcare, mental health services, and other social services; follow up with residents to ensure that they are receiving the support that they need
- Oversee program evaluation, including data collection and the maintenance of databases, and track progress towards programmatic goals and objectives; ensure that all data is secure and confidential and that all reporting is completed in a timely and accurate manner
- R2W Coordination:
 - Convene regular meetings of the mental health collaborative
 - Manage the R2W referral system to connect community residents to local resources; provide proper follow-up to ensure they are receiving the support they need
 - Evaluate outcomes of the collaborative
 - Respond to email/phone requests for information
 - Increase visibility of the collaborative by updating website, Facebook, event calendar, resource list, and member database on a regular basis
 - Coordinate opportunities for relationship building amongst collaborative members
 - Connect members to new resources and information on services
 - Coordinate training opportunities for members when needed
 - Keep abreast and get involved in community health and wellness research on topics that are most relevant to R2W members

- Promote mental health in the community at health fairs, community events, and direct outreach to individuals and groups
- Work closely with community partners, R2W member organizations, and PAES partners to become familiar with community resources that support sustainable, healthy families
- Support Enlace's Organizing & Advocacy work by organizing R2W members, volunteers, and participants to advocate around health and wellness issues that are important to community residents
- Provide minimal support with the development and management of budgets, grantwriting and reporting, and marketing/promotion of events and initiatives of the Community Health Team
- Complete state and federally mandated trainings and attend other professional development opportunities for healthcare/public benefits enrollment
- Attend Enlace staff meetings and other relevant meetings and work in collaboration with Enlace staff

Supervisory Responsibilities: Supervises 2 full-time staff with potential to supervise an additional 3-5 part-time and/or stipended staff in the future

MINIMUM QUALIFICATIONS:

- Bachelor's degree in health/social service field required; MSW or related work experience preferred
- Fully bilingual in English and Spanish
- At least one year of experience supervising staff
- Experience and comfort in facilitating meetings
- Demonstrated ability to build relationships and work in a collaborative fashion
- Fluency in Microsoft Office Suite; experience working with databases is a plus
- Familiarity with the Little Village community
- Ability to pass a CPS background check
- Must obtain federal Certified Application Counselor (CAC) certification and CAC license from State of Illinois Department of Insurance after hire
- Ability to travel around Little Village and surrounding communities
- Ability to work some evenings and weekends each month as required by the job

COMPENSATION: Salary range is \$42,000 to \$45,000, commensurate with experience; comprehensive benefits package including 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 and resume to jobs@enlacechicago.org, using the title "Health and Wellness Coordinator" in the subject line.

Deadline for submission: August 20, 2017