

Adams County Health Department

330 Vermont Street

Quincy, IL 62301

Health Education/ Promotion & Emergency Preparedness (MRC)

Summary of Duties:

- Work with Emergency Preparedness Coordinator to facilitate community preparedness efforts
- Design and Coordinate Medical Reserve Corps Recruitment and Training Program
- Assist in implementation of electronic credentialing program for volunteers
- Assist with design and implementation of all clinics, exercises and drills that address public health response utilizing volunteer support
- Attend trainings conducted by IPHA AmeriCorps
- Some travel required
- Perform other duties as assigned

Requirements:

- 2 years of college work in health/human services or social science field. Bachelors degree preferred
- 2 years of experience in health or human services field preferred
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Drivers License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

Age Options

1048 Lake Street, Suite 300

Oak Park, IL 60301

Senior Services Outreach and Health Promotion

Summary of Duties:

- Be training in and co-lead evidence-based health promotion workshops such as the Chronic Disease Self-Management Program and the Diabetes Self-Management Program
- Coordinate and assist in the evaluation of the evidence-based programs throughout suburban Cook County
- Provide support to local host sites in the recruitment and registration of workshop participants
- Promote the evidence-based programs by participating in health fairs, presenting to groups and by developing and designing outreach materials for the program
- Assist in the coordination of volunteer class leaders
- Assist in developing relationships with Latino and African American faith-based institutions in suburban Cook County to promote evidence base health promotion programming
- Participate in advocacy efforts in the development of policy changes on state, regional and local levels regarding chronic disease prevention
- Attend planning and coordination meeting with funders and other partner agencies
- Provide information and outreach to individuals with questions about older adult services in suburban Cook County
- Help individuals find assistance programs to meet their needs whenever possible. Follow up to ensure client has been matched with appropriate service.
- Attend trainings conducted by IPHA AmeriCorps
- Some travel required
- Perform other duties as assigned

Requirements:

- 2 years of college work in health/human services or social science field. Bachelors degree preferred
- An interest in improving the health of people of all ages
- An interest in working with older adults
- Experience or interest in assisting low- income older adults by providing information about programs and services that may help them remain independent
- Strong organizational and communication skills
- Proficient computer skills and an ability to learn and work with new computer software
- Ability to communicate patiently and professionally with individuals from diverse backgrounds
- Diligence and attention to detail
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

Beloved Community Family Wellness Center

6821 S. Halsted
Chicago, IL 60621

Outreach Coordinator

Summary of Duties:

- Assist with identifying children, their family and prenatal without a medical home
- Canvas the community with material about our health center services seeking individuals who are without a provider and encourage them to receive care at Beloved
- Call patients who missed their scheduled appointment and reschedule them
- Assist with tracking immunizations rates, hypertension and diabetic patients
- Attend monthly general staff meetings
- Attend Quarterly training conducted by IPHA
- Perform other duties as assigned

Requirements:

- 2 years of college work in health or human services. Bachelors degree preferred
- 1-3 years experience in community setting
- Excellent verbal and writing skills
- Ability to work with diverse populations
- Must be reliable, tolerant, determined, responsible, accountable and a team player
- Proficient in computer knowledge, skills and experience
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

Chicago Family Health Center

9119 S. Exchange Ave

Chicago, IL60617-4321

Community Event Outreach Coordinator

Summary of Duties:

- Assist community affairs manager in the development of Chicago Family Health Center community health fair participation
- Help conduct outreach in CFHS's identified Community Service Areas to develop opportunities for educational activities, as well as to identify program partner organizations
- Support CFHC Outreach workers by helping them prepare for participation and information distribution at health fairs
- Assist community affairs manager coordinate and attend community-based outreach events within CFCH Community Areas
- Participate and assist in the development of community events for National Breast Cancer Awareness Month, American Diabetes Month, American Heart Awareness Month, etc
- Assist community affairs manager with the development of quarterly tracking reports on CFHC community health fair participation
- Assist with the communication of community organizations to assess the health needs/disparities for respective community health events
- Aid in the development of a strategic community health education program as needed/identified in each of CFHC's Service Community Areas
- Assist in the maintenance of sign-in/sign-out sheet for promotional materials
- Help external affairs department extend Chicago's Family messages outside of our centers by planning, organizing and implementing community health promotion events
- Assist in the promotion of CFHC community health events
- Participate and assist in the planning of additional CFHC-related events as needed
- Attend trainings conducted by IPHA AmeriCorps
- Perform other duties as assigned

Requirements:

- College coursework in health, human services, marketing or communications field. Bachelor's degree preferred
- Excellent verbal and written communications skills
- Strong interpersonal skills- ability to build/ cultivate personal relationships and relate to people from diverse backgrounds, sectors and experiences
- Proficient in computer knowledge and skills; particularly MS Office Suite
- Experience coordinating activities and events
- Passion and knowledge of health, wellness, education, and issues of health disparities in underserved communities
- Enthusiasm, energy, and a passion to be a part of Chicago Family Health's mission
- Extremely organized and possess an ability to multi-task and handle multiple projects at once
- Proactive, self-starter, and solution seeker
- Bilingual English/ Spanish a plus
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien

- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

Community Health Partnership of Illinois

205 W. Randolph Street, Suite 2222

Chicago, IL 60606

1. Needs Assessment Coordinator

Summary of Duties:

- Become familiar with the CHP services and community resources for migrant and seasonal farm workers in IL
- Promote community-at-large awareness of available services and programs provided by Community Partnership of IL
- Visit local agricultural employees, local service providers and farm worker community members
- Establish a tool for needs assessment among migrant and seasonal farm workers
- Participate in and help conduct key informant interviews, focus groups and other needs assessment activities to identify gaps in services and deterrents to accessing services
- Attend activities and meetings with project partners
- Interact with clients to assist them with receiving needed services
- Assist in preparing a report on current unmet needs and recommendations for service improvement
- Attend local or out of town assigned trainings and meetings
- Travel within service areas
- Perform other duties as assigned
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- 2 years college coursework in health or human services. Bachelor's degree preferred
- Bilingual (English/Spanish) Required
- Excellent verbal and written communication skills
- Proficient word processing, knowledge, skills and experience
- Experience working with community groups and ability to present information before large groups
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, reliable personal transportation and proof of insurance
- Criminal background check required.

2. Community Outreach and Marketing

Summary of Duties:

- Become familiar with the CHP services and community resources for migrant and seasonal farmworkers in IL
- Promote community-at-large awareness of available services and programs provided by Community Partnership of IL
- Compile existing organizational data on agricultural employees and housing areas into a comprehensive statewide system
- Establish relationships with agencies providing services to migrant and seasonal farmworkers to coordinate outreach efforts, service provision and increase access to services
- Assist with the development of a marketing plan to reach out to migrant and seasonal farmworkers
- Attend activities and meetings with project partners
- Interact with clients to assist them with receiving needed services
- Promote and develop relations with community leaders and local social service agencies
- Attend community events to promote client services
- Some travel required
- Promote, coordinate and teach patients about the available services
- Attend local or out of town assigned trainings and meetings
- Perform other duties as assigned
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- 2 years college coursework in health or human services. Bachelor's degree preferred
- Bilingual (English/Spanish) very preferable
- Excellent verbal and written communication skills
- Proficient word processing, knowledge, skills and experience
- Experience working with community groups and ability to present information before large groups
- At least 18 years of age by program start date of September 8, 2009
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, reliable personal transportation and proof of insurance
- Criminal background check required.

DuPage County Health Department
111 N. County Health Department
Wheaton, IL 60187

Community Assessment

Summary of Duties:

- Research childhood obesity, data trends
- Research evidence-based models that address obesity, school health, home safety
- Research health issues important to schools
- Research, development & implementation of community projects to address obesity, tobacco usage, home safety
- Research, development & implementation of health education issues to address obesity, tobacco usage, home safety and school health
- Research, development & implementation of projects that address health issues important to schools
- Evaluate year 1 results for WIC/FCM kiosk project by data analysis, client survey analysis, follow-up with County librarians
- Evaluation of impact of tobacco education materials on second hand smoke among WIC/FCM population
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- Two years college coursework in health, human serviced field or related field.
- Excellent verbal and written communication skills
- Excellent computer knowledge, skills, and experience
- Experience in group facilitation and community outreach and education activities
- Demonstrated ability to work independently and self motivation to complete internship project areas
- Positive and professional manner
- Flexibility and adaptable to changing public health priorities and activities
- Bi-lingual language skills a plus
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

Erie Family Health Center

1701 W. Superior St

Chicago, IL 60622

Summary of Duties:*Health Education and Promotion*

- Conduct health education sessions on reproduction, sexually transmitted diseases, birth control, and communication skills with elementary and high school students
- Coordinate class presentations with school administrators about the Teen Pregnancy Prevention Program
- Conduct Ready to Talk workshops with parents at local schools or community agencies
- Assist program staff with implementation of Centering Pregnancy and Diabetes y Yo including: health education presentations as needed, patient recruitment and follow-up
- Assist with quality improvement measures and data collection as needed
- Create Health Education and Health Promotion patient newsletter on a variety of health topics and distribute across clinics
- Participate in Health Fairs and outreach events
- Participate in community agency meetings
- Attend Member Trainings conducted by IPHA.
- Participate in events surrounding 2 Community Service Days as state in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

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- Experience in community health setting a plus: chronic disease, adolescent health, women's health, diabetes or health disparities
- Interest in community outreach and education or future career in healthcare or public health
- Experience/ Cultural competency working with Latino/ Hispanic and/ or African American populations; bilingual (Spanish/English) preferred
- Experience working with adolescence a plus
- Excellent verbal and written communication skills
- Microsoft Office skills preferred
- Ability to manage multiple priorities and deadlines with attention to detail and organization
- Ability to work effectively with diverse populations, including staff, patients and community members
- Confident communicator, self-motivated and creative
- Willingness to travel between sites and within the community
- Must be 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, reliable personal transportation and proof of insurance
- Criminal background check required.

Friend Family Health Center

800 East 55th Street
Chicago, IL 60615

Quality Improvement & Disaster Planning

Summary of Duties:

- Assist in the coordination and monitoring of various QI Projects FFHC is involved in with a variety of organizations ranging from Improving Diabetes Outcomes, Disaster Planning, and Monitoring utilization of medical services by patients on our medical panel.
- Attend and participate in meeting scheduled around these projects
- Track outcomes and objectives for various QI projects
- Generate reports and updates on FFHC's ability to meet objectives of the various QI projects
- Maintain appropriate records on the outcomes of the various QI projects and Disaster Planning objectives
- Travel to the different FFHC sites as needed
- Other special projects as assigned
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook

Requirements:

- Bachelor's degree preferred; will consider someone with at least 2 years of college courses in health care, human services, or public health
- Research background helpful or experience/training in quality improvement initiatives
- Proficient with computers and different programs
- Well organized, detail oriented and ability to follow up on a variety of tasks
- Ability to work across different departments in a primary health care setting
- Excellent verbal and written communication skills
- Must be 18 years of age by the program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check and other pre-employment screenings required

Heartland Community Health Clinic

1701 W. Garden
Peoria, IL 61605

Health Outreach

Summary of Duties:

- Assist with the development of outreach activities designed to meet clinical performance measurements
- Identify health care needs of existing patient population
- Develop and conduct outreach activities to engage patients in meeting their health care needs
- Promote and support patient registration and participation in health care services
- Promote and coordinate outreach activities with appropriate clinic personnel
- Document outreach activities and outcomes related with to clinical performance measurements
- Assist patients with completion of financial assistance application and facilitate appropriate processing
- Participate in employee staff meeting and trainings
- Some travel required
- Other duties as assigned
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- 2 years of college coursework in health or human services; Bachelor's degree preferred
- Excellent verbal and communication skills
- Proficient computer knowledge, skills, and experience
- Excellent interpersonal skills
- Community health outreach experience preferred
- At least 18 years of age by September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check and other pre-employment screenings required

Heartland International Health Center

1015 W. Lawrence Ave
Chicago, IL 60640

Health Educator

Summary of Duties:

- Promote the health of Chicago's north side by providing targeted 1 on 1 health education sessions to patients at our community health centers at the recommendation of the patient's health care provider. (At these sites, 78% are below the federal poverty line, 56% are uninsured, 44% need interpretation services, 64% are female, and 27% are children)
- Communicate with patients primary care provider as appropriate to best coordinate patient care and education
- Document health education sessions within the electronic health record system
- Collaborate with other clinical staff and volunteers on the preparation of health education materials and visual aids
- As needed, present group health education sessions to health center patients and at agencies in the surrounding community.
- Travel between HHC sites is required
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- Two years of college coursework in health or human services field. Bachelor's degree or three years experience in health related field preferred
- Willingness to learn new clinical and operational information as needed.
- English/ Spanish speaking required
- Strong leadership skills
- Flexible schedule. Ability to work some nights and weekends.
- Effective communication skills, both written and oral
- Strong organizational skills
- Ability to work independently is a "self-starter"; not afraid to ask questions.
- Professional etiquette at all times
- At least 18 years of age by September 1, 2010.
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check required

Illinois Department of Public Health

500 E. Monroe St., 4th Floor
Springfield, IL 62701

Bioterrorism and Disaster Planning

Summary of Duties:

- Assist in the review and updating of all emergency response plans pertinent to the IDPH; this includes working on the gaps identified in the IL Pandemic Influenza Plan
- Assist in the development of Standard Operating Procedures (SOPs) for contingency responses, to include delivery of potable water and portable sanitation systems
- Establish checklists for response capabilities based on the SOPs
- Assist in the development of plans for chemical, radiological, or nuclear events, to include identification of equipment/materials to respond to such an event
- Develop training sessions to train IDPH employees on their response activities during a chemical, radiological, or nuclear event
- Assist in the preparations for the National Level Exercise 2011
- Some travel required
- Other duties as assigned
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- At least 2 years college coursework completed in health, human services, public administration, communications or related field.
- Experience in emergency preparedness preferred.
- Strong leadership skills.
- Excellent communication skills, both written and oral.
- Strong organizational skills.
- Must be able to work with minimal supervision.
- Proficient computer knowledge in Microsoft Office software, especially Excel and Word.
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

Kane County Health Department

1240 N Highland Ave Suite 25

Aurora, IL 60506

Health Promotion

Summary of Duties:

- Coordinate and conduct education programming as part of employee wellness program
- Develop materials to be used in health education sessions provided to employees and community members
- Interact with community members to increase capacity to address childhood obesity issues
- Partner with coalitions working in the community to improve policy and environmental factors associated with chronic disease
- Assist staff in conducting health assessment at the community level regarding attitudes, knowledge, skill-sets, behaviors and health status
- Attend Quarterly Trainings conducted by IPHA.
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- 2 years college coursework in health, human services or related field. Bachelor's degree preferred
- Excellent verbal and written communication skills
- Proficient computer knowledge, skills, and experience
- Teaching or experience in group facilitation and presenting to large and small groups a plus
- Interviewing skills
- Experience in creating health educational fliers and brochures a plus
- TB skin testing and immunizations verified as up-to-date
- At least 18 years of age by program state date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, reliable personal transportation and proof of insurance
- Criminal background check required.
- TB skin test and immunizations up to date

Macoupin County Health Department

805 N. Broad Street
Carlinville, IL 62626

All Hazards Emergency Planning, Volunteer Management and Health Education

Summary of Duties:

- Assist with planning and program development in areas of public health emergency preparedness, school health, and environmental health.
- Plan, organize, and conduct community education programs.
- Participate in the agency's strategic planning initiatives and community assessment process
- Provide leadership and guidance to local civic and professional organizations for development of meetings, conferences, special courses and programs in the field of public health
- Assist with the recruitment and on-going training of Macoupin County Medical Reserve Corps volunteers
- Assist with web design and development
- Volunteer Coordination and Community Strengthening activities
- Attend trainings conducted by IPHA and MCPHD
- Participate in events as required by IPHA for National Service Days and public health awareness issues
- Attend local or out of town assigned trainings and meetings
- Some travel required
- Perform other duties as assigned

Requirements:

- Two (2) years of college coursework in health or human services field. Bachelor's degree preferred
- Ability to work with various types of health professionals
- Enthusiastic self starter
- Knowledge and experience with prevention and public health issues
- Strong leadership skills
- Effective communication skills, both written and oral
- Keen organizational skills
- Computer skills and experience with software development, website design and Microsoft Office software a plus.
- At least 18 years of age by program start date of September 1, 2010
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

McLean County Health Department

200 W. Front Street
Bloomington, IL 61701

Public Health Emergency Planning and Response Program

Summary of Duties:

- Assist with department and community bioterrorism and public health emergency planning and preparedness activities.
- Assist with the development and updating of Public Health Emergency Planning and Response (PHEPR) Program procedures and the on-going revision and evaluation of the department's public health emergency response plans.
- Lead the efforts to implement and complete the activities outlines in NACCHO-Medical Reserve Corps Capacity Building awards.
- Coordinate and attend meetings of the McLean County Health Department Medical Reserve Corps (MRC)
- Assist with organizing and conducting a Disaster Mental Health Conference sponsored by the Health Department
- Attend McLean County Terrorism Committee, the McLean County Disaster Council, the Special Needs Advisory Panel (SNAP).
- Interface with community stakeholders and emergency response partners.
- Assist with required documentation for grants and awards programs.
- Assist with the development of and/or preparation for bioterrorism and emergency preparedness-related exercises, conferences, presentations, satellite broadcasts, and meetings.
- Assist with vaccination campaigns, communicable disease investigations and surveillance activities
- Assist with Fall 2010 Seasonal Flu Clinic preparations and participate at clinics, including a drive-through clinic.
- Promote volunteer coordination and community strengthening activities.
- Assist with community events promoting health department services.
- Attend online, local and/or out of town assigned trainings and meetings.
- Perform other duties as assigned
- Attend Quarterly Trainings conducted by IPHA.
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook

Requirements:

- Bachelor's degree in health, science or human services areas required
- Excellent communication skills, including written, oral and interpersonal
- Strong organizational skills, including the ability to manage and coordinate many tasks simultaneously.
- Proficient computer skills – knowledge of and experience in Word & Excel preferred
- Knowledge and appreciation of public health's role, responsibilities and activities
- Ability to work well both independently and within a group/work team
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, reliable personal transportation and proof of insurance

- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required

St. Clair County Health Department

19 Public Square, Ste 150
Belleville, IL 62220

*This position may be required to work with both of the following programs

Summary of Duties:

Personal Health Services

- Plan, organize, and conduct individual and group health education and referral programs
- Plan, organize, and conduct community health education, outreach, promotion, and marketing campaigns
- Provide technical assistance, support and consultation to area providers and agencies to enhance service coordination and program effectiveness for populations served.
- Provide leadership and guidance to community, civic and professional organizations through development of meetings, conferences, special courses, and programs
- Provide public health related oral presentations and written materials for individuals and various community professional groups
- Attend training and meetings as needed and required by IPHA and SCCHS
- Travel and flexible hours required; some evening and weekends may be required
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Emergency Preparedness Projects Coordinator

- Assist with the development, revision, and documentation of plans for the Medical Reserve Corps, First med and Education & Training Programs
- Assist in promoting and coordinating activities, and giving presentations for Medical Reserve Corps First Med and Education & Training Program
- Assist in promoting, coordinate and collaborate with outside entities to integrate Medical Reserve Corps with other volunteer and/or emergency responding county agencies
- Assist with the development, facilitation and evaluation of educational training sessions for public health and other emergency response staff
- Assist with providing support to outside agencies on the development of protocols and staff training on emergency preparedness
- Assist in the community events promoting emergency preparedness and Medical Reserve Corps and other health departments services
- Work with other county agencies such as Emergency Management Agency, Hospitals and Red Cross, etc
- Maintain and update contact lists, plans and documentations

Requirements:

- Two years of college coursework in health or human services field. Bachelor's degree or three years experience in health related field preferred
- Spanish speaking would be very beneficial
- Ability to lift/carry thirty (30) pounds
- Strong leadership skills
- Effective communication skills, both written and oral

- Strong organizational skills
- Strong computer skills and experience- Microsoft Word, Excel, Power Point and Outlook. Familiarity with Microsoft Publisher would be beneficial, but not required
- Professional etiquette at all times
- Willingness and desire to learn new computer programs and to become familiar with agency audiovisual equipment
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, personal transportation and proof of insurance
- Criminal background check required

Winnebago County Health Department

401 Division Street
Rockford, IL 61104

Health Works & Family Case Management

Summary of Duties:

- Manage and maintain health records for DCFS wards that are in monitoring to ensure state compliance with EPSDT and immunizations (95%)
- Request documentation and records on medical services received.
- Enter information into CornerStone upon receipt of records and services rendered
- Contact with families to encourage compliance with State/ DCFS guidelines
- Participate and organize trainings and fairs for WCHD in a variety of departments to promote public health
- Assist with contacting families who have children with no healthcare and are in need of dental care
- Assist with research regarding previous public health initiatives to aid in preparedness for future public health events
- Some travel required
- Other duties as assigned
- Attend Quarterly Trainings conducted by IPHA
- Participate in events surrounding 2 National Service Days as stated in the AmeriCorps Handbook
- Additional duties may be assigned based on operational needs of the department

Requirements:

- Bachelor's degree in health or human services field or licensed RN
- Good investigative skills
- Detailed oriented
- Excellent verbal and written communication skills
- Ability to work independently and as a team
- Basic computer skills
- Ability to work with diverse populations
- Knowledge of child development/pediatrics/nutrition
- U.S. Citizen, U.S. National or lawful permanent resident alien
- Valid Driver's License, reliable personal transportation and proof of insurance
- Criminal background check, DCFS CANTS check, and Sex Offender Registry check required