



Illinois Public Health Institute Position Description: Program Manager: Opioid Initiative

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized team member to manage its growing portfolio of training/technical assistance to healthcare and other community providers addressing the opioid epidemic. The position will support program operations, coordinate with partners, and work with the center director and program director to implement strategies for the Opioid Prevention, Treatment, and Response Initiative. The position is full-time exempt and reports to the Director of the Center for Community Capacity Development. IPHI's standard work week is 37.5 hours.

About IPHI

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to improve public health systems to maximize health, health equity, and quality of life for people and communities. IPHI has a nearly \$9 million budget and 29 staff working in three program centers: the Center for Community Capacity Development, the Center for Health Information Technology, and the Center for Policy and Partnership Initiatives. More information is available on IPHI's website at www.iphionline.org.

About the Opioid Prevention, Treatment and Response Initiative

In 2019, IPHI launched the Hospital Opioid Treatment and Response Learning Collaborative and associated hospital demonstration projects in partnership with the Chicago and Cook County Departments of Public Health, and the 30-member [Alliance for Health Equity](#) hospital collaborative. The Learning Collaborative focused on supporting and facilitating adoption of best practices, implementation, and quality improvement related to caring for people with opioid use disorder and/or those who are at risk for opioid overdose.

IPHI is expanding this portfolio of work through the Opioid Prevention, Treatment and Response Initiative, in collaboration with public health departments and state agencies, healthcare, and philanthropic funding partners. The initiative will include extending and deepening the Learning Collaborative; facilitating training of healthcare providers on issues such as reducing stigma and peer recovery models; developing, implementing and evaluating the effectiveness of virtual learning communities in supporting opioid prevention and response; and developing resources to explore the policy and legal aspects of reimbursement for medication for opioid use disorders (MOUD) and naloxone and dissemination of naloxone in hospitals. The Program Manager will work with the Center for Community Capacity Development team at IPHI as well as consultants who have subject matter expertise to implement this body of work. In addition, the program manager may also work on other Center projects focusing on health equity, community health needs assessments and improvement planning, capacity building training and technical assistance, coalition development and facilitation etc.

Duties and Responsibilities

Project Management

- Create and manage work plans, and provide leadership and oversight of day-to-day program execution of the Opioid Prevention, Treatment, and Response Initiative

- Coordinate and foster collaboration among staff, partners, subject matter experts, and consultants to achieve program goals including:
 - Facilitating the development of Learning Collaborative goals, curriculum, and training approaches for clinicians and other healthcare professionals addressing opioid use in urban and suburban settings;
 - Collaborating with subject matter experts to develop and deliver technical support as identified by the initiative's collaborating partners;
 - Engaging clinicians from varied health settings in learning opportunities that identify quality improvement needs and support practice change; and
 - Coordinating strategies and program goals with Alliance for Health Equity committees including the Mental Health and Substance Use Disorders Committee.
- Monitor and report on project goals
- Manage and report on budgets, as appropriate

Relationship Management and Communication

- Create and manage communications to further program work, such as case studies, success stories, lessons learned, as well as promoting and marketing program events and activities. Collaborate with IPHI's communications staff to develop and update web page content
- Initiate, manage and deepen relationships with funded program partners and other key stakeholders and collaborators to leverage expertise and advance program goals and negotiate solutions to identified problems. Represent IPHI at external venues to support cross-sharing of information among organizations
- Engage people with lived experience and peer recovery workers in the Opioid Prevention, Treatment and Response Initiative, throughout various phases of the initiative such as co-design and implementation of strategies

Strategy, Planning and Program Development

- With subject matter experts, identify, research and report on relevant evidence-based state, local and national public policies, systems, interventions and environmental changes related to opioid prevention, treatment, and responses
- Contribute to policy analysis and background research to support policy development. Background research may include literature review, synthesis of emerging best practices and models, key informant interviews with policy experts, synthesis of key takeaways at public meetings and committees, etc.
- Identify opportunities for program development and recommend program goals, including working across partners and stakeholders to identify and implement cross-cutting strategies and activities. Identify policies, budget and funding modifications that could further develop the program
- Set priorities for program operations and contribute to the development, design and execution of program deliverables
- Apply health equity and racial equity frameworks and tools to program planning, implementation, and evaluation.
- Promote and support capacity development among partners by providing insights, information and solutions
- Support and nurture relationships with potential funders and organizational clients, recommend funding opportunities, and lead proposal development for revenue and resource development initiatives.

Continuous Improvement

- Identify and recommend program improvement opportunities to deepen program impact, create program capacity, promote operational efficiencies and/or improve budget management
- Work with evaluators to develop evaluation reporting templates, timelines, and guidelines for the initiative; monitor partner activity and achievement of milestones and outcomes
- Monitor and report on IPHI and partner activities and achievements to evaluators, and participate in program reporting to funders
- Work with the center director and program director to identify and solve problems, address barriers, ensure health equity, make connections between programs and conduct quality assurance and quality improvement activities

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Master's degree or equivalent experience in a field related to public health, substance use, or public administration, health policy or similar field, with a minimum of three years of work experience in project management. IPHI values multiple pathways towards attaining professional experience and education, and candidates are encouraged to describe equivalent experiences in lieu of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise, and thought leadership, as well as relevant experiential learning. Individuals with lived experience in the priority program areas or experience as a peer service provider are encouraged to apply.
- Training and/or instructional design experience desired.
- Knowledge of and experience in addressing opioid use prevention and treatment is required. The strongest candidates will have experience working to address treatment system barriers, payment reform/reimbursement, and social/cultural factors impacting opioid prevention/treatment efforts in local communities.
- Knowledge of and experience working with a range of stakeholders, including low-income populations and/or populations disproportionately impacted by opioid use; clinicians; harm reduction experts; and subject matter experts.
- Additional knowledge and experience that is desirable for this position:
 - Knowledge of clinical-community partnership models to improve prevention and treatment of opioid use disorders
 - Knowledge or experience in applying quality improvement
 - Knowledge of funding mechanisms for health systems transformation, including Medicaid and other public/private financing innovations
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Strong professional/technical writing skills.
- Strong data collection and analysis skills.
- Proficiency in Microsoft Office, email, Google docs and Drive, and the ability to use Salesforce or other CRM software. Also desired are experience with GoToWebinar or other webinar software, and/or web page and social media management.
- Ability to anticipate and solve problems in a timely and professional manner and have strong critical thinking skills.
- Ability to assess and incorporate feedback.

IPHI is a collegial workplace whose mission is to partner to more effectively improve health. Staff must be able to work well in a team and collaboratively with external partners.

Job Requirements

- Must have a driver's license and ability to access a car or be qualified to rent a car.
- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- Must be able to move about the office and at offsite events to access files, supplies, and assist with event set up.
- The position requires occasional work on evenings or weekends and must be able to travel for one or more nights from time to time.
- The position requires frequent communication with internal and external customers about program activities. Must be able to exchange accurate information in these situations.

Compensation: This position is classified as a Program Manager 2, with a compensation range of \$57,000 – \$67,000, depending on experience and qualifications. Competitive benefits including health, dental and disability insurance; sick and vacation time; and a retirement plan with employer matching contributions.

Location: The position is located at the IPHI office in the West Loop.

Travel: The position requires travel in Chicago and suburban Cook County. There may be occasional out travel within Illinois and out of state for trainings and meetings.

Starting Date: Immediate.

Application Instructions: Please submit a resume, cover letter and writing sample by March 20th to be considered for this position. ***Applications will be considered on a rolling basis and position hired as soon as the right candidate is identified, so applying early is advantageous.*** The cover letter should compare your qualifications and experiences to the duties and responsibilities and qualifications for the position. Please submit application materials electronically to jobsearch@iphionline.org with "Program Manager- Opioid Initiative" in the subject line.

IPHI is committed to diversity, equity and inclusion, and is actively seeking and encouraging applications from women, people of color, individuals with disabilities, and/or people who are LGBTQ+.

No phone calls, please.

Visit www.iphionline.org for more information about IPHI.

Visit www.allthehealthequity.org for more information about the Alliance for Health Equity

The Illinois Public Health Institute is dedicated to the principals of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, genetic information or any other personal characteristic not relevant to the posted position.