Network Director
Allied Health Care Career Network (AHCCN)

Job Description

The AHCCN is a newly formed network of nonprofit organizations that provide education and training leading to allied health care careers for low-income people. Network members include: Association House of Chicago, Casa Central, Chicago Commons, Erie Neighborhood House, Greater Humboldt Park Community of Wellness, and the National Latino Education Institute. The fiscal agent and employer of record for the Network is Association House.

REPORTS TO: AHCCN Management Committee, with Management Committee Chair available for individual support on behalf of the overall committee

BASIC FUNCTIONS: The Network Director carries out the AHCCN mission by working with network partners to implement strategies, policies and procedures established by the Management Committee.

• Develop and execute network strategies and ensure the smooth day-to-day operations of the network
• Appropriately engage representatives of network members and motivate them to carry out various network activities; draw upon strengths of individuals as needed
• Act as the first point of contact for external parties

If appropriate, and when resources are available, staff may be added to take on some responsibilities and the Network Director will be responsible for supervising them in those positions.

RESPONSIBILITIES:

Leadership in Implementing AHCCN Career Pathway and Information System

• Develop and implement strategies and procedures for offering a career pathway in allied health through a seamless and efficient network, including joint marketing and orientations, inter-agency referrals, job development and job placement.
• With network members, develop best practice standards and encourage consistent implementation across member agencies
• With input from network members develop shared ETO information system for network activities, including: working with the vendor, defining data fields and benchmarks, ensuring timely and accurate input of data, and regular reporting

Advocacy

• Maintain current awareness of issues confronting low income workers trying to advance in the health care field, and implications for the workforce development system at local, state, and federal levels.
• Work with Management Committee to develop advocacy goals and strategies
• Coordinate network members and partner with external partners to influence the workforce development system

Meeting Facilitation

• Coordinate with Management Committee Chair to prepare agenda/materials for Management Committee meetings
• Facilitate Management Committee meetings; identify appropriate facilitator(s) for other committees
• Document the decisions and action items of the network
• Ensure effectiveness of all committees, task forces, and projects
Internal and External Communications/Relationship Management

- Maintain strong relationships with network members and facilitate communication among the group, in order to foster collaboration
- Develop and implement marketing plan for network, including AHCCN brand and online presence
- Develop and maintain relationships with funders, communicating the added value of AHCCN
- Develop and maintain strategic relationships, and coordinate effective network communications, with key stakeholders in workforce development, including employers, City Colleges, and others
- Develop relationships to leverage and build resources in targeted communities
- Identify opportunities for partnerships and resources to further the work of AHCCN

Business Management and Administration

- Work with Fiscal Agent to develop and manage annual budget; provide periodic financial reports to Management Committee
- Work with Fiscal Agent to monitor financial functions, such as accounting, banking, audit
- With support of network members, develop revenue streams; write grants and ensure compliance with grant requirements
- Develop annual plan for network strategy and operations, and project workplans as necessary; provide regular reports on progress
- Hires and supervises AHCCN staff and volunteers
- Procure technology, communications, and other required supports as needed

QUALIFICATIONS:

Competencies
1. Effective across community-based, business, academic, and public sector organizations
2. Strong facilitation and consensus-building skills
3. Excellent computer word and data processing skills
4. Able to analyze and synthesize data and prepare reports
5. Project management
6. Initiator, relationship developer, communicator, outcomes oriented, financially disciplined, flexible, creative, organized
7. Excellent telephone and online communication, and outstanding writing skills.

Education
Master’s degree in social work administration, health administration, or related field.

Prior Experience
1. 3-5 years experience planning and implementing workforce development initiatives, working with multiple stakeholders across diverse organizational cultures
2. Experience in the health care field preferred
3. Experience in working with low-income communities of color

Other
1. Driver’s license, insurance, available car for primarily local travel required
2. Bi-lingual, Spanish/English is preferred

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