



Position Announcement

Outreach and Prevention Specialist, Regional Substance Use Prevention Integrated Centers (RSUPIC)

[About Public Health Institute of Metropolitan Chicago](#)

The Public Health Institute of Metropolitan Chicago (PHIMC) is a pivotal organization dedicated to creating compassionate, affirming, and racially equitable systems to enhance health and well-being for everyone. PHIMC's mission is to align people, strategies, and resources to strengthen public health and advance health justice through innovative and collaborative methods.

To address critical health challenges, PHIMC collaborates extensively with various entities, including public health departments, government agencies, community-based organizations, advocacy groups, academic institutions, grant-making bodies, healthcare providers, and associations. This approach ensures a comprehensive and inclusive strategy for tackling health issues. Central to PHIMC's ethos is its commitment to equity, which permeates all aspects of its work.

Recognizing its workforce as its most valuable resource, PHIMC is dedicated to recruiting and nurturing a passionate, trustworthy, and well-informed team. The focus is on the growth and success of its employees, as they are integral to achieving PHIMC's goal of improving health and racial equity in Illinois communities. Employees are encouraged to build authentic relationships based on empathy and inquiry, both with colleagues and partners. This nurturing and supportive work environment is ideal for individuals passionate about impacting public health and racial equity. PHIMC has instituted a hybrid workplace, where staff are expected to work from the office three days a week.

Public Health Institute of Metropolitan Chicago (PHIMC) seeks a Program Coordinator to support the RSUPIC Program. The Program Coordinator will support the RSUPIC Program Manager and additional program staff. The position is a grant-funded, full-time position that reports to the Program Manager—RSUPIC, Youth Substance Use Prevention.

[About Regional Substance Use Prevention Integrated Centers \(RSUPIC\)](#)

The Illinois Department of Human Services Division of Substance Use Prevention and Recovery's Bureau of Prevention Services has collaborated with the Division of Family and Community Services' Office of Community and Positive Youth Development to launch the RSUPIC program. Through this new program, PHIMC is the lead organization for the City of Chicago. PHIMC seeks to increase the capacity of institutions, organizations, and providers to address substance use and misuse among adolescents. PHIMC's program will add to and build on existing substance use prevention strategies and apply these strategies locally through collaboration, training, and support of integration activities that improve the overall health and well-being of young people.

[Position Summary](#)

Under the supervision of the RSUPIC Program Manager, the two Outreach and Prevention Specialists will be responsible for providing substance use prevention technical assistance and capacity building, as well as fostering community relationships with organizations that provide services to youth and adolescents in Chicago, with an emphasis on the south and west sides. The Outreach and Prevention Specialists will work with community partners and other PHIMC staff through a variety of capacities, including but not limited to facilitation of substance use prevention education, integration of and technical assistance on Center for

Substance Abuse Prevention (CSAP) strategies, engagement within Chicago schools, community organizations, and other settings. The two Outreach and Prevention Specialist will primarily focus on community engagement and travel throughout their assigned region of Chicago. Some activities, such as attending community partner meetings and events and hosting trainings, will occur in community partner spaces. Outreach and Prevention Specialists will travel locally as needed. The Outreach and Prevention Specialist will develop and/or sustain relationships with RSUPIC community partners to meet the project's scope. They will engage in proactive, creative problem-solving sessions/meetings to address barriers and challenges to strengthen the RSUPICs program and PHIMC's technical assistance services. The Outreach and Prevention Specialist will also help recruit community partners who could potentially join the Community Advisory Board (CAB).

Responsibilities and Key Activities

Content Knowledge and Responsibilities

- Contribute knowledge of prevention services, substance use prevention, youth development and leadership, and/or training development to support the program's development and implementation.
- Maintain a high level of knowledge on best practices related to trauma-informed care and harm reduction as it relates to youth and substance use.
- Co-design training and technical assistance tools and resources to integrate Center for Substance Abuse Prevention (CSAP) strategies within existing youth-based programs.
- Support the launch and implementation of the developed training and technical assistance tools and refine them, as needed, based on partner feedback and best practices.
- Assist the Program Manager and staff with activities, including assessing community partners' capacity and training needs and observing existing youth programs.
- Employ strong organizational skills to coordinate all program activities, partner relationships, and grant deliverables.
- Complete all required training, data collection, and entry to track progress on grant deliverables and program goals.
- Engage in proactive, creative problem-solving to address barriers and challenges to strengthen PHIMC's technical assistance services.

Community Engagement/Partnership Cultivation

- Develop and cultivate meaningful and productive partnerships with a diverse range of organizations in Chicago.
- Schedule, plan, and coordinate community health education trainings and events related to substance use awareness and other matters of public health importance
- Attend and participate in community partner events, meetings, and coalitions as it relates to the project scope.
- Conduct train-the-trainer sessions with community partners and other PHIMC staff in all areas related to substance use.
- Actively network to build and maintain positive relationships with community members, providers, agency representatives, and supervisors.
- Assess the needs of community organizations, youth, and families and ensure the proper referrals for advocacy, school enrollment, counseling, and substance abuse services.
- Collaborate with community partners to identify opportunities for outreach, information dissemination, and events.

- Identify potential community partners for the Community Advisory Board and support the CAB convenings.

Communications

- Maintain relationships with RSUPIC community partners as well as other regional lead organizations, volunteers, and other nonprofits as they pertain to meeting the scope of the project
- Center equity and inclusion in all communications and relationship-building
- Prepare and send verbal & written communication internally and externally, as needed.
- Support project meetings inside and outside of PHIMC aligned to meet project deliverables
- Excellent interpersonal, organizational, and communication skills, as well as experience developing and sustaining relationships with diverse community partners.
- Support the RSUPIC Program Manager with relationship management with RSUPIC community partners.
- Provide consistent updates to the Program Manager on progress, milestones, escalations, and critical decisions.

Leadership

- Centers equity and inclusion in the program
- Balances multiple commitments and deliverables effectively
- Works collaboratively with staff within PHIMC's Department of Adolescent and School Health and other PHIMC departments
- Effectively and quickly pivots to adapt to changing circumstances and needs of different community programs

Other Duties as Assigned

Preferred Candidate Qualifications:

- Candidates who have lived or lived on the South and West sides of Chicago and/or have experience engaging with community organizations on these sides are preferred but not required.
- Community outreach and engagement experience
- CADC certification or equivalent experience
- Minimum five years of experience in any of the following (or combination thereof), with at least two years of substance use prevention experience: community organizing, coalition building, community outreach, youth services, other prevention fields (e.g., violence, sexual abuse, teen pregnancy, etc.), case management/treatment, program development, interviewing/assessment, and/or presenting/facilitating training.

Qualified applicants are considered for employment regardless of age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals. We are committed to building teams that reflect the diversity of our candidates and to building equitable and inclusive environments that fully leverage our employees' skills, potential, and unique perspectives. **PHIMC requires all staff to prove that they are fully vaccinated for COVID-19 or to request a medical or religious exemption.**

Compensation: Salary Range \$55,000-\$60,000, commensurate with experience. PHIMC offers a competitive benefits package.

To apply, please submit a cover letter and resume. In your cover letter, please include how you learned about the position and what interests you in the role, along with what you have to offer and how your skills and qualifications align. Address cover letters to Hiring Committee and email with a resume to jobs@phimc.org with “Outreach and Prevention Specialist – RSUPIC” in the subject line. Applications will be accepted until the positions are filled. No phone inquiries will be accepted.