

**Southern Illinois University School of Medicine  
POSITION DESCRIPTION**

**For the Period of October 1, 2020 thru September 30, 2021**

**NAME:** Vacant

**TITLE:** Director, Office of Community Initiatives (OCI)

**DEPARTMENT:** Office of External Relations

**ORGANIZATIONAL RELATIONSHIPS**

Under the general direction of the Associate Provost of External Relations for SIU School of Medicine this position serves as the Director of the Office of Community Initiatives (OCI).

**GENERAL DUTIES**

This position serves as a member of the External Relations Leadership team working directly with community based programs and services for the Southern Illinois University School of Medicine (SOM). This position works with SIU leaders, directors, chairs, administrators, clinicians, project teams, technical personal, affiliated hospitals, partner organizations, government leaders, and community agencies to develop and implement population health projects aimed to improve communities, provide care to those with complex health needs, and advance the presence of community health workers in Illinois. This person works closely with the Department of Population Health & Science as well as with the Associate Dean for Population Health at SIU Healthcare. This position coordinates the community health worker (CHW) program, pandemic health worker (PHW) program, contact tracing programs, COVID testing services, and a variety of programs based on community needs.

**Controls:**

This position shall be controlled by written and verbal directives from the Associate Provost for External Relations according to the rules, policies, and operational procedures of SIUHC, SIU Board of Trustees, SOM, and the laws of the State of Illinois. In addition, agencies, etc., may mandate and regulate policies and procedures.

**Characteristic Duties and Responsibilities:**

The following information is intended to be representative of the work performed by this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or is a logical extension of position responsibilities.

**ADMINISTRATION & LEADERSHIP 70%**

**Serve as Director of SIU Office of Community Initiatives**

- A. Provide oversight of the Office of Community Initiatives.
- B. Develop and oversee staffing plans, budgets and partner agreements.
- C. Hire, supervise and manage staff within OCI
- D. Oversee hotspotting program and National Student Hotspotting Hub at SIU SOM.

- E. Oversee the CHW curriculum for SIU SoM and external learners.
- F. Provide training to CHWs through ECHO program.
- G. Develop and manage OCICC budget.
- H. Lead and oversee the National Student Hotspotting HUB
- I. Collaborates with CMO and other key personnel of SIU HealthCare and SIU School of Medicine to establish population health strategies to best serve patients.
- J. Create and oversee an OIC Advisory Council made up of faculty and clinicians to coordinate OIC program and services across the organization.
- K. Create new integration strategies for SIU SOM within community partners.
- L. Collaborate with the Director of Population Health Management and the Center for Clinical Research to develop and disseminate research documents based upon OCI data and research projects.
- M. Collaborate with SIU leaders, clinical departments, educational departments, and affiliated partners to disseminate, integrate and align the population health strategy across the SIU enterprise.
- N. Participate on the Population Health Management Steering Committee.
- O. Work closely with stakeholders to develop initiatives, create budgets, and manage program requirements.
- P. Works closely with department chairs and administrators on the development of programs and services.
- Q. Represents SIU HC and SOM interests on committees and related interest groups.
- R. Grant related activities.

**TEACHING**                      10%

- A. Provide medical student service opportunities through OCI programs and services.
- B. Collaborate with interprofessional teams in the analysis of complex practice and organizational issues and development of practice models that augment change in health care delivery systems.
  - Coordinate communication with SIU School of Dentistry, Pharmacology, Nursing, and Medical School.
  - Director of the Camden HotSpotters Interdisciplinary Student Program and National Hubsite Director.
- C. Serve as faculty for Medical Humanities, as needed.
- D. Develop and implement grant-related curriculum activities.
- E. Coordinate and serve as faculty for other allied health education students seeking experience in community health for, but not limited to, SIUE School of Nursing, UIS MPH and Business Administration Programs, SIUE School of Pharmacy, and SIUE Community Health Programs. Serve as the interprofessional education liaison to the SIU Schools of Dentistry, Pharmacy, and Nursing.
- H. Development and presentation of topics of community health to SIU residency programs and community partners.
- K. Develop continuing educational opportunities for health care providers in the area by obtaining grant funding for such programs or developing relationships with other agencies to provide such programs.

**RESEARCH**                      10%

- A. Oversee the development of medical student research projects related to clinical and educational interests, collaborating with other faculty as opportunities arise.
- B. Serve as Principal Investigator or Co-PI on grants related to community health.
- C. Publish/present findings at national and regional meetings.

- D. Identify and help medical students/residents to develop publications/presentations on their community service programs.
- E. Develop research/grant projects related to expansion and implementation of CHW programs including ECHO training, implementation of CHW programs, PHW programs and others.

**SERVICE                    10%**

- A. Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.
- B. Serve as Director of the Community Health Worker Program.
- C. Serve on committees as assigned.
- D. Serve on local, state or national boards as needed.
- E. Attend and facilitate meetings of the Interdisciplinary Network for Outreach Medical Student Group.
- F. Direct medical student outreach programs with District 186, Homeless Shelters and other community agencies in the county.
- G. Serve on Board of Directors for community agencies as requested and invited such as Mercy Communities.
- H. Participate in assigned Population Health, Population Science, and Community Health committees and initiatives of SIU HealthCare, SIU School of Medicine, and partner organizations.
- I. Oversee home visiting program and community coordination for superutilizers.

**REQUIRED QUALIFICATIONS**

Sensitive to the needs of underrepresented minority populations.  
 Master’s degree in health or human services related field.  
 5 years’ experience in health care or education  
 1 year experience of grants or contracts management  
 1 year supervisory experience

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

See attached Physical and Environmental Requirements form.

**SIGNATURES:**

\_\_\_\_\_  
 Director, Office of Community Initiatives

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Lori Williams  
 Associate Provost, External Relations

\_\_\_\_\_  
 Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Director, OCICC**

Position No. (if applicable): \_\_\_\_\_ Department: **Office of External Relations-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> <b>Office</b>	<input type="checkbox"/> <b>Hospital</b>
<input type="checkbox"/> <b>Clinic</b>	<input type="checkbox"/> <b>Warehouse</b>
<input type="checkbox"/> <b>Research Laboratory</b>	<input type="checkbox"/> <b>Outdoors</b>
<input type="checkbox"/> <b>Other (Be Specific):</b> _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stopping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	10 - 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	10 - 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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