



THE ILLINOIS AFRICAN AMERICAN COALITION FOR PREVENTION

IN PERSON COUNSELOR PROJECT COORDINATOR POSITION DESCRIPTION

Mission:

Established in 2005, the Illinois African American Coalition for Prevention (ILAACP) is a statewide, membership-based charitable organization that strengthens early intervention and prevention systems, policies, and programs in underserved communities through culturally-relevant research, training, and advocacy.

Job Title: In Person Counselor Project Coordinator

Responsible to: ILAACP Special Initiatives Director

Summary:

The In Person Counselor Project Coordinator coordinates the In Person Counselor project. The person in this position must be familiar with the Chicago neighborhoods of Auburn Gresham, Chatham, and Greater Grand Crossing, and should possess experience with canvassing/community organizing, program recruitment and retention, public speaking, as well as event planning, logistics, and marketing/communications.

In-Person Counselor Grant Project Description:

One of the goals of the Affordable Care Act – or national health reform – is to make the purchase of health insurance simpler and more transparent for consumers. Health Insurance Marketplaces are user-friendly web portals that will help consumers select the health plan that is right for them and their families. However, many people might want assistance in navigating the website, learning about health insurance or thinking through these important and complex decisions. The In-Person Counselor (IPC) project will educate people about the new system, help them understand their health plan choices, and facilitate their selection of the plan that is right for them.

This is a full-time, temporary position (employment period: August 2013 – March 31, 2014). Saturday work is required.

Specific Responsibilities:

Responsibilities for the In-Person Counselor Project Coordinator are as follows:

- Maintain expertise in eligibility, enrollment, and program specifications and conduct public education activities to raise awareness about the Health Insurance Marketplace;
- Provide information and services in a fair, accurate and impartial manner.
- Conduct focus groups with members of the community to gather information about their needs, concerns and questions about the Affordable Care Act and Health Insurance Marketplace.
- Plan for and conduct approximately eight (8) town hall meetings in different accessible venues in the communities of Auburn Gresham, Chatham, and Greater Grand Crossing. During these town hall meetings, educate residents about the Affordable Care Act and Illinois' newly created Health Insurance Marketplace. Provide residents with information on how, when, and what documentation will be required to enroll for coverage.
- Canvass in the communities of Auburn Gresham, Chatham, and Greater Grand Crossing for 10-15 hours per week, disseminating information about monthly town hall meetings and providing residents with information on how, when, and what documentation will be required to enroll for coverage.

- In conjunction with ILAACP’s Marketing and Communications Coordinator, create flyers and other marketing materials related to the Affordable Care Act and Health Insurance Marketplace to distribute at town hall meetings and through community canvassing.
- Supervise two (2) IPC instructors as they run enrollment sessions for participants signing up for a Qualified Health Plan (QHP) [30 hours a week from October 1, 2013 – March 31, 2014].
- Facilitate community members’ selection of a QHP or, when appropriate, a public insurance plan;
- Provide referrals to the Illinois Department of Insurance, or any other appropriate State agency or agencies, for any enrollee with a grievance, complaint, or question regarding their health plan, coverage, or a determination under such plan or coverage; and
- Provide information in a manner that is culturally and linguistically appropriate to the needs of the population being served by the Exchange at no cost to those individuals, including individuals with limited English proficiency, and ensure accessibility and usability of IPC tools and functions for individuals with disabilities in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act and recent federal regulations that include guidance on the IPC program available [here](#).
- Receive online training from the federal government and in-person training from the state’s training partners at the University of Illinois-Chicago. In-person training will be conducted in various locations across Illinois; all training will be provided free of charge.
- Administer online surveys and/or follow up with phone calls to assess enrollees’ proper utilization of health insurance coverage.
- Submit quarterly progress reports and monthly expenditure reports, as well as communicate performance data to the State on a regular basis.

Fiscal Management

- Ensure IPC meets or exceeds agreed upon program related goals and objectives while staying within budget.
- Submit IPC related purchase orders, travel vouchers, and check requests for organizational review and authorization in a timely manner.

General Administrative & Clerical Support

- Participate in monthly ILAACP staff meetings.
- Increase public awareness about IPC through internal and external marketing and communications opportunities.
- Keep abreast of IPC program changes and events specifically, and Affordable Care Act/Health Insurance Marketplace efforts in Illinois, in general.
- Knowledgeably answer inquiries about IPC as well as ILAACP’s mission, values, and the organization as a whole in a professional manner.
- Prepare and send formal correspondence.
- Provide telephone coverage, take messages, reduce messages to critical information, and return calls within 24 hours.

Minimal Qualifications:

Education

MA in Public Health, Social Work, or related field with at least 4 years related experience in community canvassing/organizing.

Knowledge, Skills, & Experience

- Four year college degree; post-secondary education preferred.
- At least 3 years of project management experience.
- Supervisory experience preferred.
- Demonstrated experience with community organizing.
- Strong and effective presentation, interpersonal, time management and organizational skills required including excellent written and verbal communication skills.
- Ability to effectively multi-task and remain detail oriented in a fast-paced, outcome oriented, and fluid work environment.

- Excellent typing ability and proficiency in Microsoft Office Suite – i.e., Outlook, Word, Excel, Access, PowerPoint, Project, and Visio - is required.
- Event planning and logistics experience is required.
- A valid Illinois driver's license and local travel required. Ability to work Saturdays and occasional evenings is required.
- Individuals will be required to pass criminal background checks.
- IPC Certification through UIC.

Work Conditions:

- Overtime may be required to meet project deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Local travel required.

The Illinois African American Coalition for Prevention is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Qualified candidates may mail, fax, or email cover letter and resume to:

Ms. Talithia Redmond
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NO PHONE CALLS PLEASE

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