

Acclivus Program Manager Job Description



Acclivus, Inc. is a community health organization, focusing on the health and well-being of individuals living in Chicago's most vulnerable neighborhoods. Acclivus uses an intentional social network to serve vulnerable individuals, primarily those from communities that are disproportionately impacted by compounding barriers to health and success. Acclivus provides resources and support to assist a person with personal and professional growth. The goal is for each person to thrive as they overcome social challenges that may include, but are not limited to: chronic exposure to violence and trauma, poverty, a criminal background, disproportionately high rates of serious health conditions, and limited formal education. In partnership with the Jane Addams Center for Social Policy and Research, Acclivus provides programs and services to address trauma, decrease health disparities, reduce incarceration, enhance educational opportunities, and increase employment options for individuals and their communities.

Job Responsibilities:

Community Engagement

Using community organizing techniques (see *Community Organizing and Community Building for Health*, Meredith Minkler, 2005) as presented in the Acclivus Program Manager training to mobilize the community, to engage in activities that will help change the thinking and norms, to help further the mission of each subgrantee program.

- Works with Leadership staff of each subgrantee program to develop a plan to stay engaged in their mission and community.
 - Produces a written plan tailored to the specific needs of each program and their communities that specifies short and long-term goals that are consistent with the mission of each programs; and,
 - Facilitates implementation of the strategies identified in the plan with an emphasis on maximum engagement of community residents and existing community services.

Resource Development

- Develops external resources relationships with local service providers and program partners, including service providers, local businesses, law enforcement, faith leaders, and community stakeholders, in order to identify and access resources for the highest risk.
- Develops internal resources via training development weekly meetings, working to develop and refine program staff training materials, supporting professional development for staff including attainment of advanced degrees.

Acclivus Subgrantee Oversight

- Responsible for the adoption and continued implementation of Subgrantees contracts and responsibilities:
 - Meets with each subgrantee to address questions or concerns
 - Keeps subgrantees responsible for submitting all necessary paperwork on a timely basis
 - Guides subgrantees to stay in guidelines of their contract
 - Provides any additional assistance required
- Additionally, Acclivus Program Managers must:
 - Participate in administrative/management meetings for Acclivus, and act as a communication liaison for the other staff members regarding the proceedings of these administrative meetings
 - Regular, timely completion of Acclivus documentation and reports

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Program Monitoring

- Participates in evaluation activities of the community-based violence prevention program and organizes and participates in a review of program progress.
- Participates in regular meetings with Acclivus Leadership staff to:
 - Review and assess progress to programmatic goals as stated in the Scope of Work
 - Assess relevance and adequacy of the plan as it is developed;
 - Refocus the plan as needed based on these meetings; and
 - Determine other priority needs and goals.
- Attends weekly/monthly collaboration meetings with Acclivus partners and contributes to the success of the meeting by submitting potential agenda topics, actively engaging in these meetings and interacting with representatives from other agencies that do similar work in Illinois.

Qualifications:

- Bachelor's degree or higher and 3 years of direct service work in violence prevention OR at least 6 years' experience in direct service violence prevention programming within the Chicago, Cook County, and state of Illinois communities, including working with partner agencies to collaborate on violence prevention efforts.
- Excellent and versatile, written and verbal, communication skills, including public speaking and one-on-one interactions, have the ability to lead teams and projects, work collaboratively, and have strong organizational skills.
- Good understanding of the role of service provision in addressing issues of community violence as well as familiarity with the demographics and geographic makeup of individuals at risk for involvement in violence.
- Previous supervisory experience is preferred.
- Fluency in a second language is a plus.
- Computer proficiency is required, including familiarity with Microsoft Office applications.
- Flexibility and ability to work nontraditional hours, evenings and weekends, are essential.
- Proven community organizing abilities.
- Proven ability to document programmatic activities and assist others in doing so.
- Experience and/or training in crisis intervention and staff supervision.
- Valid Illinois driver's license, insurance, and good driving record.
- No pending criminal cases or prior convictions for domestic violence (within 10 years) or prior convictions for sexual assault or child abuse.

Salary: \$68,000 annually