



**CHICAGO
STREET
MEDICINE**

Board of Directors Application

Director of Internal Policies and Procedures

Position Description:

This is the point person for Chicago Street Medicine's internal policies and procedures, including maintaining the P&P packet, delegating the development of and reviewing new policies, procedures, and protocols, and regularly auditing the compliance of the organization with our established P&P. Works closely with the Vice President of Operations and the Vice President of Clinical Affairs (Chief Medical Officer), who are responsible for oversight of administrative and clinical policies, respectively.

Position Term:

Two-year term with rolling start date, as agreed on by Board of Directors and qualified applicant

Responsibilities include, but are not limited to:

- Maintain the CSM Policies and Procedures (ie. Protocols and Policies or Protocols and Procedures) documents, both the "Shareable" version that is widely distributed to chapters and the "Running Draft" version which is for the board only.
- Delegate the development of new policies and procedures as needed.
- Review and edit newly developed policies and procedures.
- Communicate with legal counsel and chief clinical partners to evaluate the policies, protocols, and procedures and integrate edits.
- Regular auditing of the organization to ensure compliance with policies, protocols, and procedures, including the signing of all necessary forms and waivers by volunteers.
- Member of the Governance standing committee.

Parties with whom this position works closely:

- Vice President of Clinical Affairs
- Vice President of Operations
- Secretary
- Director of Volunteers - to ensure proper compliance with volunteer training and waivers
- Director of Chapter Development - to assist chapters in answering questions about policies, protocols, and procedures
- Director of Health Records - to ensure proper compliance with documentation policies, protocols, and procedures
- Chapter presidents and/or coordinators
- Chief Clinical Partners

Requirements:

- Previous experience and/or training in organizational oversight or program leadership
- Experience working with underserved and marginalized persons and communities
- Chicago residence or significant connection with the city
- An understanding that as a new nonprofit, this is a working Board of Directors that requires active participation and project development
- Ability to attend executive board meetings (as frequently as once per month for two hours)
- Commitment for 2 years

I have read and understood the above:

Signature: _____

Date: _____

Name (print): _____

Application: Director of Internal Policies and Procedures

Applicant Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

Application Questions

Please answer the following questions in no more than 750 words each.

1. What is the relationship between homelessness, health, and healing?
2. What is the root cause of homelessness?
3. Chicago Street Medicine is a young organization and as such, we are continually looking for new opportunities to broaden our perspective by bringing in leaders with diverse experiences, backgrounds, and approaches to public health. What do you feel you would bring to our organization to help us grow?
4. Describe how you would ensure that our chapters and volunteers would comply with our established policies and guidelines?
5. Respond to the following scenario: It comes to your attention that one student chapter failed to follow our internal policies and procedures. What steps would you take to address this?

References

Please list two references with contact information. At least one reference must be a professional relationship.

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Phone Number: _____

Phone Number: _____

Email Address: _____

Email Address: _____

Submission Instructions

Deadline: Applications are reviewed on the 15th of every month for interview over the following month. We would like this position to be filled by December, 2021 or sooner.

Please compile the following documents into a single PDF:

- Signed understanding of position description and requirements (Page 2)
- Application Questions
- References
- CV

Submit this PDF file to: ChicagoStreetMedicine@gmail.com with the subject line “(First Initial Last Name) Application for Director of Policies & Procedures”

If you have any questions, please contact us through our email or explore our website.

Email: ChicagoStreetMedicine@gmail.com

Website: www.ChicagoStreetMedicine.org