



**CHICAGO  
STREET  
MEDICINE**

## **Board of Directors Recruitment Guide 2020**

Position Descriptions and Responsibilities

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## About Chicago Street Medicine

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### What We Do

Chicago Street Medicine is a 501(c)3 coalition of student-fueled street medicine chapters throughout the city. Our mission as a nonprofit is to deliver just and loving care while growing knowledge in our community for good. Our chapters are interdisciplinary organizations dedicated to improving the health and wellbeing of the vulnerable in Chicago.

Since 2017, students and resident physicians, with a rotating cast of attending physicians, occupational therapists, pharmacists, public health professionals, social workers, and community outreach specialists, have been going out onto the streets of Chicago every other week with backpacks filled with basic medical and survival supplies to support those experiencing unsheltered homelessness.

### Why Do What We Do

Routes into homelessness, experiences within homelessness, access to services, and transitions from homelessness vary, but collectively, they reflect and exacerbate existing social and economic inequities in the city. Access to physical and mental healthcare is a common need yet significant challenge for our patients. Many describe stigma in previous encounters with the healthcare system and are reasonably skeptical. In healthcare, we often presume a level of economic and social stability that is not yet a reality for many of our patients in the homeless population.

Chicago Street Medicine helps to bridge the gap by providing direct services on our street runs, but also by facilitating relationships between service providers, coordinating entry and transition from the health care system, providing workshops and education to our colleagues, and advocating for systemic changes. We believe in the importance of meeting our patients where they are - which is often in the streets - to treat our patients and to treat our broken social and healthcare systems.

What we've learned in the process is that relationships are essential. Intuitively, our relationships with clients matter, but so too is the social capital and community our clients have access to when we do our job in communicating and collaborating with others offering relevant services. Accordingly, CSM has become an interdisciplinary, collaborative network of local street medicine chapters based in medical schools throughout Chicago.

### Being on the Board

The Board of Directors at Chicago Street Medicine is an active board, meaning that in addition to monthly board meetings and standing committee meetings, our board members dedicate an average of 3 to 5 hours per week to CSM. We are entirely volunteer-run, so our directors and leadership are instrumental in developing and carrying out projects, everything from service to fundraising to education, research, and advocacy.

The following document contains detailed position descriptions and responsibilities for our open Board of Director positions. Each position has its own unique application to be submitted. If you have any questions, please contact us through our email or explore our website.

Email: [ChicagoStreetMedicine@gmail.com](mailto:ChicagoStreetMedicine@gmail.com)

Website: [www.ChicagoStreetMedicine.org](http://www.ChicagoStreetMedicine.org)

## Director of Advocacy and Harm Reduction

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### Position Description:

This is the point person for Chicago Street Medicine's advocacy efforts. This position is responsible for advocating for those experiencing unsheltered homelessness and establishing policies and protocols for harm reduction.

**Position Term:** January 1, 2021 to December 31, 2022

### Responsibilities include, but are not limited to:

- Understanding the current political landscape and facilitating the education of the nonprofit board, the CSM student chapters, and the community.
- Developing advocacy projects for CSM and its partners.
- Developing CSM's position on important community issues and working with other directors to determine appropriate course of action.
- Specific focus on harm reduction
  - Exploring methods of harm reduction that can be implemented to aid our population
  - Developing training materials for our clients, volunteers, and partners to implement successful harm reduction.
  - Collaborating with community partners involved in harm reduction to further our efforts.
- Develop one advocacy/harm reduction project per quarter (3 months) to share with the board or community
  - Could range from developing an infographic to establishing a new program
  - Some topics include: supervised consumption spaces, needle exchange/naloxone, housing first
  - Attempt to recruit support/involvement from interested chapters
- Member of the Clinical Oversight Standing Committee

Note: Chicago Street Medicine is a 501(c)3 organization, and thus advocacy cannot represent a "substantial" part of our operations. However, we are allowed to work to affect institutional change (policy and protocol in hospitals and health systems), as well as educate the city about opportunities to improve the health of our community.

### Parties with whom this position works closely:

- President
- Vice President of Operations
- Vice President of Clinical Affairs
- Director of Education
- Director of Outreach Integration
- Director of Public Relations
- Chapter presidents + representatives

### Requirements:

- Previous experiences and/or training in advocacy and/or harm reduction efforts
- 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

## Director of Chapter Development

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### **Position Description:**

This is the point person for Chicago Street Medicine's chapter growth and development. While much of their focus will be on new chapter development, they will also be the point person for non-clinical (administrative and operational) questions from existing chapter leadership.

**Position Term:** January 1, 2021 to December 31, 2022

### **Responsibilities include, but are not limited to:**

- Responding to questions and inquiries from medical students and health professionals from around the city, and beyond, about forming a new chapter.
- Attending clinical oversight standing committee and fundraising standing committee meetings to ensure awareness of chapter activities.
- Developing and maintaining Chapter Initiation Guide.
- Developing and reviewing new chapter applications.
- Ensuring chapters are aware and are practicing CSM's policies and procedures, especially in start-up months.
- Checking in regularly with chapters to ensure that they have what they need to function, including supplies, funding, and personnel.

### **Parties with whom this position works closely:**

- Vice President of Clinical Affairs
- Vice President of Operations
- Director of Supplies and Resources
- Director of Volunteers
- Chapter presidents and/or representatives (administrative leads, treasurers)

### **Requirements:**

- Previous experiences and/or training in program development or grassroots nonprofit work
- 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

## Director of Education

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### Position Description:

This is the point person for Chicago Street Medicine's efforts to improve the ability of professionals and the community to care for persons affected by homelessness, substance-use disorder, serious mental illness, infectious diseases, and other factors leading to a 32 year disparity in life expectancy between the chronically homeless and the general US population through education.

**Position Term:** January 1, 2021 to December 31, 2021

### Responsibilities include, but are not limited to:

- Understand opportunities for education, including addressing the stigma and stereotypes affecting our patients.
- Member of the Fundraising Standing Committee
- Educational opportunities developed solely by director:
  - Prepare an educational topic (updated articles, short educational segment, etc) to be shared at board meetings once a quarter (every 3 months).
- Education partnered with external community organizations:
  - Facilitate lectures and trainings with partner organizations (i.e. COIP, NAMI, CRA) for CSM student chapters and other health professional students.
  - Seek out local educational conferences/events for member involvement.
  - Maintain a quarterly Education calendar for sharing with the board, student chapters, and community.

### Parties with whom this position works closely:

- Director of Advocacy and Harm Reduction
- Director of Outreach Integration
- Director of Public Relations
- Director of Volunteers
- Chapter presidents + representatives

### Requirements:

- Previous experience and/or training in healthcare, medical education, and/or health disparities
- 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 1 year

## Director of Fundraising

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### **Position Description:**

This is the point person for Chicago Street Medicine's fundraising efforts, both through community donations and grants.

**Position Term:** January 1, 2021 to December 31, 2022

### **Responsibilities include, but are not limited to:**

- Searching for and preparing grants for both the 501c3 and the student chapters.
- Coordinating efforts for an annual fundraiser event
- Planning, coordinating, and implementing an annual end of year ask campaign.
- Supporting chapter fundraising efforts.
- Head of the Fundraising Standing Committee

### **Parties with whom this position works closely:**

- Treasurer
- President
- Vice President of Operations
- Director of Supplies and Resources
- Chapter presidents and/or treasurers

### **Requirements:**

- Previous experience and/or training in fundraising or grant writing
- 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

## Director of Health Records

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### Position Description:

This is the point person for Chicago Street Medicine's development, maintenance, and utilization of electronic health records.

**Position Term:** January 1, 2021 to December 31, 2022

### Responsibilities include, but are not limited to:

- Plan, implement, evaluate, alter (or Plan, Do, Study, Act: PDSA) patient documentation and records in the electronic health record system (Athena).
  - Regular check-ins with street run coordinators
  - Regular check ins with fully licensed providers
- Regularly audit the EHR system to ensure compliance, including complete documentation and proper patient waiver signing.
- Regular (at least weekly) oversight of G-Suite to ensure proper and compliant communication of patient information between partner organizations.
- Member of Clinical Oversight Standing Committee
- Work with other directors to effectively train chapter volunteers in utilization of the G-Suite and EHR system.
- Work with other directors to utilize data gathered for education, research, and advocacy.

### Parties with whom this position works closely:

- Vice President of Clinical Affairs
- Director of Research
- Director of Volunteers
- Director of Chapter Development
- Chapter presidents and/or coordinators

### Requirements:

- Previous experience and/or training in electronic health records or software development
- 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

## Director of Internal Policies and Procedures

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### 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:** January 1, 2021 to December 31, 2021

### 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 1 year

## Director of Outreach Integration

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### Position Description:

This is the point person to connect Chicago Street Medicine with other community organizations to align goals and coordinate efforts. They are responsible for maintaining and developing partnerships to optimize inter-organization service coordination. This includes developing and operationalizing referral infrastructure for patient care.

**Position Term:** January 1, 2021 to December 31, 2022

### Responsibilities include, but are not limited to:

- Engaging with local social service agencies, identifying areas of collaboration, and learning about community resources & training opportunities for shared patient population.
- Maintain a Chicago Street Medicine resource list for our patients and our chapters.
  - Identify a point of contact at 1-3 agencies within each category of referral (ie housing, employment, food, mental health, SUD treatment, primary care).
- Formulating, implementing, and maintaining interorganizational projects to serve our patients and our mission.
- Member of the Clinical Oversight Standing Committee.

### Parties with whom this position works closely:

- Vice President of Operations
- Vice President of Clinical Affairs
- Director of Advocacy and Harm Reduction
- Director of Education
- Director of Volunteers

### Requirements:

- Previous work and/or training in community outreach/health, social work, or health disparities
- 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

## Director of Public Relations

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### **Position Description:**

This is the point person for Chicago Street Medicine's public and media relations. "It's all about formulating strategies, crafting messages, and building relationships."

**Position Term:** January 1, 2021 to December 31, 2021

### **Responsibilities include, but are not limited to:**

- Manage social media accounts (Twitter, Facebook, LinkedIn), including developing posts and workshoping/editing material prior to posting developed by other CSM leaders and volunteers.
- Manage the CSM website, including updating personnel and research pages
- Develop and maintain CSM one-pagers, recruitment posters, and newsletters
- Evaluate media requests and, if appropriate, manage the media relations between reporters and chapter/organization leaders.
- Develop and manage one pagers and CSM graphics.
- Member of Fundraising Standing Committee.

### **Parties with whom this position works closely:**

- Director of Education
- Director of Fundraising
- Director of Volunteers

### **Requirements:**

- Familiarity with networking sites and social media
- 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 1 year

## Director of Supplies and Resources

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### **Position Description:**

This is the point person for Chicago Street Medicine's supplies and resource management. This person is also the point person for the student chapters to coordinate with. Communicates closely with the Treasurer for the approval of funds and reimbursements.

**Position Term:** January 1, 2021 to December 31, 2021

### **Responsibilities include, but are not limited to:**

- Manage Chicago Street Medicine, 501c3's in-house inventory.
- Coordinate the acquisition and processing the receipt of all donations. This includes interfacing with donors to give recommendations for needed supplies.
- Distribute donations appropriately between student chapters and 501c3 inventory.
- Assist the Treasurer to issue reimbursements and fund approval to chapters.
- Facilitate the initial supplies of start up chapters.
- Member of the Finance Standing Committee.

### **Parties with whom this position works closely:**

- Vice President of Clinical Affairs
- Vice President of Operations
- Treasurer
- Director of Fundraising
- Director of Chapter Development
- Chapter presidents and/or supply coordinators

### **Requirements:**

- Previous experience and/or training in record keeping and Excel
- 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 1 year