



**United Way of Metropolitan Chicago
Greater Auburn Gresham Development Corporation (GAGDC)
Elementary School Support Program**

John W. Cook Elementary School

8150 S Bishop Street
Chicago, IL 60620
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www.cookelementary.org

Dr. Elroy Estes
Principal

**Greater Auburn Gresham
Development Corporation**

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Carlos Nelson
Executive Director

Tenisha Jones
Education Director

AG-GOLD Resource Coordinator Description

The Health/Family Engagement Coordinator will be responsible for overseeing the day-to-day implementation of programming aligned to the project outcomes. The Health/Family Engagement coordinator will communicate with partners, families, health providers, school staff and the United Way team. The Family Engagement Coordinator is also responsible for monitoring medical/health compliance and student attendance incentive program. The Health/Family Engagement Coordinator will serve as the community liaison when communicating with Cook Elementary students and families. The Family Engagement coordinator report directly to GADC's Director of Education, but is accountable to the (Principal) school partner to meet the overall program goals. The AG-GOLD Resource Coordinator will interact with the school, The Auburn Gresham Wellness Satellite Health Center, social service, and other program partners to coordinate health outreach to students and parents. The AG-GOLD Resource Coordinator will also assist in participating in city-wide meetings and special projects in order to coordinate local efforts with other endeavors related to the overall demonstration project.

Responsibilities:

- Monitoring consents for students to receive health services and school compliance rates.
- Conduct needs assessment to determine gaps in health services.
- Coordinate all dental and vision screening visits to the school.
- Collect student paper work and work with parents to ensure they registered for health center. Conduct monthly follow-up letters/phone calls with students who are non-compliant.
- Compiling data on consent status, number of students serviced on a monthly basis.
- Communicate with parents/families of students in the program who are and are not meeting projected outcomes
- Assist office staff with Cook Elementary fliers, handouts, parent letters, and other clerical tasks
- Attend monthly program meetings with school administration and GAGDC staff
- Assist with coordinating United Way initiatives and events.