



**ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS**  
**Advancing Excellence in Pharmacy**

**Position Title: Vice-President of Professional Services**

Purpose: This position is responsible for ongoing management support for the Illinois Council of Health-System Pharmacists (ICHP) services, including administration, education, membership, financial, legislative, editorial, as well as meeting and strategic planning.

ICHP is a statewide professional organization whose members include pharmacists, pharmacy technicians, pharmacy students, and other pharmacy or healthcare professionals who serve as members of healthcare teams within or have an interest in Illinois' hospitals and health-systems. ICHP is a not-for-profit 501 (c) (6) organization with a for-profit subsidiary, the ICHP Building Co. LLC.

This is a hands-on position in a seven-person office. This position supports and assists the Executive Vice President, Board of Directors, Divisions, Committees, Subcommittees, Networks, Affiliates, and ICHP staff, on all ICHP initiatives and includes particular focus and oversight of continuing pharmacy education accreditation programs and faculty guidance, policies and procedures; and providing oversight and editorial support for publication of the *KeePosted*<sup>TM</sup> News Journal and the *Pharmacy Tech Topics*<sup>TM</sup> education modules.

Salary Range: Will be commensurate with qualifications and experience. Full-time benefits included with this position.

Reports To: Executive Vice President

The Illinois Council of Health-System Pharmacists (ICHP) is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, State or Local law.

*Application process at the end of this document.*

**REQUIREMENTS**

Illinois licensed pharmacist, or eligible for license in IL; Doctor of Pharmacy preferred; management and education administration experience required.

Applicant must be able to commute weekly / daily to the Loves Park, IL office.

## **DESIRED KNOWLEDGE & SKILLS**

Clinical Pharmacy knowledge

Management, including Personnel

Continuing education administration

Publication editing

Event Planning

Previous work/volunteer experience within professional membership associations and / or not for profit organizations (health-system pharmacy experience a plus)

Finance and budgeting

Project management skills (detail oriented / time management / organizational skills)

Communication skills (interpersonal communication skills, business writing)

Familiarity with legislative and regulatory processes

## **LANGUAGE SKILLS**

- Fluent in English (both spoken and written).
- Ability to write and communicate activities in a professional business style: to share member benefits and features; convey experiences; summarize data; provide faculty guidance; and prepare proposals.
- Ability to report, write, and review/edit materials for publication.

## **COMPUTER and / or EQUIPMENT SKILLS**

- PC proficiency
- Current software includes MS Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat.
- Web-based applications and databases (e.g., Learning Management System, national CPE database, Poll Everywhere)
- Color copier/ scanner, Pitney-Bowes postage meter, video projectors, folding machine

## **REASONING ABILITY**

- Logical and creative thinking to solve problems using abstract and concrete variables.
- Research skills

## **MATHEMATICAL SKILLS**

- Arithmetic, algebra

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The responsibilities of the Vice President of Professional Services are to support, facilitate, and expand the activities of the Illinois Council of Health-System Pharmacists under the direction and advice of the ICHP Executive Vice President. Other duties may be assigned. Specific roles include, but are not limited to, the following:

- Provide general administrative support to ensure consistent and timely workflow from the ICHP office staff and volunteers and to effectively communicate with the Executive Vice President, Board of Directors, Divisions, Committees, Subcommittees, Networks, general membership, ICHP staff and other allied health professional organizations, manufacturers, and vendors.

- Provide membership services that ensure value for dues paid and to build ICHP membership to its maximum potential.
- Support ICHP Affiliates to allow them to meet the goals and needs of their membership.
- Provide support services to the ICHP treasurer and Board of Directors that will facilitate sound and efficient financial decisions.
- Provide support for educational services by monitoring, directing, and incorporating educational trends into the activities of ICHP; and providing faculty guidance and clinical review for all ICHP accredited education. (This includes maintaining the ACPE accreditation status in good standing.)
- Provide faculty guidance, clinical review, and editorial support for the ICHP *Pharmacy Tech Topics*<sup>TM</sup> national publication.
- Provide editorial support to the ICHP *KeePosted* committee and the *KeePosted* editors.
- Support ICHP as a legislative and regulatory force for the pharmacy profession in Illinois and nationally.
- Facilitate the preparation and revision of long-range goals and projects of ICHP.
- Assist program Chairpersons with meeting logistics and coordinate the various activities planned by the committees.
- Coordinate surveys by the membership to refine and improve support services.
- Undergo an annual self-evaluation as part of the professional development process.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the Vice President of Professional Services to successfully perform the essential functions of this job.

- Sedentary work: Exerting up to 10 pounds of force occasionally and / or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time in office.
- Mobility: Walking and standing for prolonged times are required during meetings, to move from room to room assisting with conference tasks, including carrying heavy boxed materials, easels, camera equipment, and setting up AV and other equipment.  
  
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important as carrying boxes and equipment occurs and requires full use of the lower extremities and back muscles.
- Kneeling: Bending the body downward and forward by bending legs and spine.
- Crouching: Bending the body downward and forward by bending legs and spine.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Lifting – at least up to 50 pounds – and moving / carrying boxes, equipment cases, etc. Raising objects from a lower to higher position or moving objects horizontally from position to position.

- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touch with skin, particularly that of fingertips.
- Speaking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important information must be conveyed through verbal presentations.
- Repetitive motions: substantial movements (motions) of the wrists, hands, and/ or fingers.
- Ability to drive a car, and to travel by car and / or public transportation, including airplane.

#### VISUAL / HEARING and OTHER REQUIREMENTS

- Near vision: clarity of vision at 20 inches or less
- Mid-range vision: clarity of vision at distances of more than twenty inches and less than 20 feet.
- Depth perception: the ability to judge distance and space relationships, to see objects where and as they actually are.
- Color vision: ability to identify and distinguish all colors.
- Hearing: Perceiving the nature of sounds with no less than a 40 db loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction. Ability to receive detailed information through verbal communication, for example: in person (lobbying and presentations), on phone calls with members, and conference calls with divisions and committees.
- Must have a valid driver's license and be able to drive long distances around the state of Illinois and surrounding areas.

#### WORK ENVIRONMENT

Work location: ICHP Staff Office in Loves Park, IL Monday-Friday. Live in reasonable proximity to the office. Onsite at least once a week. As needed travel to Chicago, Springfield, the rest of Illinois and nationally as required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works in a normal office setting and includes occasional work in conference settings, and as a presenter to other groups or on sales calls.

- Exposure to: Significant work pace / pressure; for example, multiple projects with same deadline and / or providing support for several departments simultaneously.
- The noise level in the office work environment is usually quiet.
- Travel to off-site meetings is required, including overnight trips up to 15% of the year.
- Off-site meetings and sales calls may include a lot of activity, prolonged walking, standing, carrying, noise, and crowds.
- This is a salaried position and extended hours may be necessary to meet the needs of the organization. Overtime compensation does not apply.

For more information on ICHP, please visit: [www.ichpnet.org](http://www.ichpnet.org) and [www.ichpnet.org/vpps-position](http://www.ichpnet.org/vpps-position)

**Application Process:**

Applications accepted beginning: January 19, 2023

Application deadline: March 1, 2023, or until position is filled.

Interview timeframe: Feb-March 2023

Selection Goal Date: March 22, 2023

Candidate Acceptance Goal Date: BY April 3, 2023

Onboarding and cross-training will begin Monday, May 8, 2023 (from May 8-June 30, 2023 - 8 weeks)

**Please submit:**

- Letter of Intent, Curriculum Vitae and appropriate references. Email is preferred.

**Submit to (email or USPS):**

Email -

Maggie DiMarco Allen

maggiea@ichpnet.org

Subject Line: VPPS Position

USPS -

Maggie DiMarco Allen

Director of Operations

4055 N. Perryville Rd

Loves Park, IL 61111

RE: VP-Professional Services Position

Receipt of application will be confirmed by email. *Please white list ichpnet.org in your email.*