

Carreras en Salud Master Partnership Agreement
Between Instituto del Progreso Latino, Association House of Chicago, and the Humboldt Park Vocational Education Center of Wilbur Wright College, one of the City Colleges of Chicago

Purpose of the Partnership: the purpose of this partnership is to pool resources and implement a cutting edge workforce development project, “Carreras en Salud”, which aims at promoting low income Latinos into career-oriented, better salaried health occupations. Primarily, these occupations are LPN, Associate Degree in Nursing and Bachelors in Nursing.

General Partner Commitments:

All three partners in this project have equal responsibility for ensuring that the projects is implemented in the best way possible, and is highly successful. Each partner commits to:

1. Keep the mission of the project intact.
2. Serve on the management team.
3. Follow and maintain a consensus-based decision making process
4. Actively participate in all tasks, big and small, as needed, to secure adequate support for the project.
5. Participate in all aspects from program design and negotiation of articulation agreements to fundraising, implementation and management, evaluation, dissemination and any other responsibility emanating from the project.
6. Participate in project management and overall supervision of project staff, the Lead Staff (Project Coordinator or Partner/Resource Coordinator) reports to it and receives general direction from it
7. Hire the Project Coordinator and Partner/Resource Coordinator as a team; review and provide input in the hiring of other project staff.
8. Report to partners: resource development conducted on behalf of the project, expenditures of project funds, and any other activity conducted on behalf of the partnership.
9. Recognize expenditures of other partners by incorporating these expenses in resource development efforts, and reimbursing them through subcontracting agreements whenever allowed.
10. Implement its part of the project responsibilities as promptly and thoroughly as possible.
11. Thoroughly ensure that project personnel recognize and acknowledge lines of supervision and required cooperation, resource and information sharing across partners.
12. Work with partners and community networks to successfully implement dissemination of project information, participant recruitment, and other needed functions.
13. Attend all project management meetings, and when not possible, support and uphold decisions made as wholeheartedly as always.
14. Share all relevant information with partners as much and as often as possible.
15. Share equally and generously in the credits and accolades as well as the bumps in the road.

Specific Responsibilities

Instituto del Progreso Latino will:

1. Secure initial funding for the pre-LPN part of the Project; it will also serve as the fiscal agent and liaison for CSSI and other funding.
2. Supervise personnel funded through these funds on a day to day basis; positions supervised are; Instructors, Program Coordinator, and Employer Relations and Resource development Coordinator.
3. Provide curriculum leadership in the design and implementation of the pre-LPN components of the project.
4. Serve as the coordinator agency in the set up of science lab at the pre-LPN instruction site; IDPL will coordinate efforts with host agency AHC to ensure a smooth implementation process and to ensure that program meets building code compliance.
5. Lead in the recruitment function of the pre-LPN elements of the project and will actively assist other partners in the implementation of theirs.
6. Be the lead partner in securing job placement for program participants and graduates.

Association House of Chicago will:

1. Secure resources to provide support services to program participants.
2. Serve as the lead agency in providing support services to all project participants, namely, case management services.
3. Serve as the site for pre-LPN instruction.
4. Play a leadership in recruitment targeted to Westtown-Humboldt Park residents, for all parts of the program.

Humboldt Park Vocational Education Center/Wright College, City Colleges of Chicago, will:

1. Serve as the lead partner in negotiating funding agreement with LISC and other funders.
2. Serve as the lead in working with funding partners that can be secured only through the City Colleges affiliation.
3. Hire and supervise the positions funded through the grants that come directly to it
4. Spearhead recruitment of bilingual, bicultural participants eligible to enter LPN.
5. Through its LPN instructional program, deliver all LPN instruction and professional practice to eligible participants enrolled through the efforts of all partners.
6. Play a leadership role in shaping the pre-LPN curriculum in all its components
7. Lead decision making and implementation on supplementary coursework for pre-LPN e.g. phlebotomy.
8. Spearhead negotiations with other colleges offering AND and BSN instruction for participant transition after completion of LPN.
9. Provide major assistance to lead partner (IPL) in identifying employment opportunities for program participants.