



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, HEALTHCARE WORKFORCE DEVELOPMENT AND OUTREACH	CLASSIFIED CATAGORICALLY FUNDED	GRADE: O MONTHS: 12
BOARD POLICY REFERENCE:		DATE: 05/08/07

JOB DESCRIPTION:

Under direction, coordinates healthcare workforce development outreach efforts to SRJC students, area high schools, middle schools, parents and members of the community in accordance with the grants funding this project.

SCOPE:

The Coordinator, Healthcare Workforce Development and Outreach performs a broad range of duties with the purpose of informing the community about opportunities in the healthcare industry. The coordinator is responsible for implementing a community outreach campaign focusing on the Latino population. This position will also play a key role in coordinating and implementing of the Summer Health Careers Institute (SHCI).

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Serves as staff to the healthcare project's Community Outreach Task Group.
2. Identifies key venues where Latino youth and their parents gather to disseminate information about the benefits of health occupations.
3. Reviews existing health occupation information and updates information as needed.
4. In collaboration with the college's Public Relations Office, reviews and creates promotional materials as needed.
5. Assists in the recruitment and orientation of SRJC Health Science students and health professionals to make presentations at community events and school-based functions in the local area.
6. Coordinates with high school administrators and staff to plan classroom presentations about health occupations, promotion and recruitment for the SHCI.
7. Schedules, coordinates and conducts career awareness presentations including the dissemination of health careers awareness materials at strategic locations in the community including secondary and post-secondary institutions.
8. Collects necessary data for project outcomes; prepares written materials and reports, as directed by the Manager, Healthcare Workforce Development Project.
9. Attends community health fairs, Hispanic Chamber of Commerce activities, and Latino Service Providers activities.
10. Assists the instructor of the SHCI in preparing materials for the class and coordinating field trips, mentors and other activities for the SHCI.
11. Works directly with students in the SHCI assisting in the classroom and the computer lab.
12. Serves as a translator for all programs connected to the Healthcare Workforce Development Program.

EMPLOYMENT STANDARDS

ABILITY TO:

Demonstrate public speaking experience; plan and present informational programs and give presentations to individuals, small and large groups; oversee group activities; operate a personal computer; produce public informational materials; work independently with minimum supervision; communicate effectively, both verbally and in writing, in English and Spanish; write accurate and comprehensive reports; monitor, track and compile statistical information; train and direct the work of others; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Healthcare workforce occupational labor and market conditions and trends; community resources and services; hospital incentive programs; healthcare scholarship availability; and financial aid resources.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelors Degree in a related discipline.

Experience:

Two years of working in an Outreach position in a post secondary educational environment. Experience working with persons from low-income or historically under represented groups.

SPECIAL REQUIREMENTS:

With advance notice, the ability to work flexible hours; occasional evening and weekend hours may be required. Position requires the use of a personal vehicle, clear DMV report and proof of insurance. Bilingual skills (English/Spanish) are required.