



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
PROGRAM COORDINATOR, HEALTHCARE WORKFORCE DEVELOPMENT	CLASSIFIED CATAGORICALLY FUNDED	GRADE: O MONTHS: 12
BOARD POLICY REFERENCE: April 13, 2010		DATE: 04/10

JOB DESCRIPTION:

Under direction, coordinates healthcare workforce development outreach efforts and the Summer Health Careers Institute; as needed, assists with other program components and services within the Healthcare Workforce Development Program.

SCOPE:

The Program Coordinator, Healthcare Workforce Development 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 also coordinates and implements the Summer Health Careers Institute (SHCI), and has a supportive role in the coordination of The Health Career Pipeline Program (HCP).

KEY DUTIES AND RESPONSIBILITIES:

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

1. Identifies key venues where Latino youth and their parents gather to disseminate information about the benefits of health occupations. Works with HWDP staff to assure a presence at community events.
2. Assists in the recruitment and orientation of SRJC Health Science students and health professionals; makes presentations at community events and school-based functions, heavily attended by Latino students.
3. Coordinates with high school and postsecondary administrators and staff to plan presentations about health occupations, handles promotion and recruitment for the SHCI, the HCP and other HWDP programs.
4. Collects necessary data for project outcomes; prepares written materials and reports, as directed by the Manager, Healthcare Workforce Development Program.
5. Works directly with students in the SHCI both in the classroom and the computer lab; drives students to field trips.
6. Serves as a translator for all programs connected to the Healthcare Workforce Development Program.
7. Designs materials/posters/flyers/forms for program and monitors supplies budget.
8. Coordinates the Summer Health Careers Institutes.
9. Recruits, interviews and select students for the HCP and SHCI Programs.
10. Assures a smooth delivery of field trips, the mentoring program, guest speakers and other activities for the SHCI.
11. Assists the HWDP counselor as needed.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. Coordinates job placement for HWDP students.
13. Serves as a case manager for the HCP and SHCI program participants.
14. Serves as liaison to industry/students/SRJC departments.
15. Supervises and trains STNC and student workers as needed.

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

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelors Degree in a related discipline.

Experience:

Two years experience working in an outreach position in a post secondary educational environment. Experience working with low-income or minority 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.