Workforce Program Coordinator

Job Description

**General Statement:**

The Ohio Association of Community Health Centers (OACHC) is a not-for-profit professional association representing Ohio’s Federally Qualified Health Centers (FQHCs) also referred to as Community Health Centers (CHCs). OACHC’s Mission is to ensure access to high-quality affordable health care for all Ohioans through the growth and development of Ohio’s Community Health Centers.

The Workforce Program Coordinator is responsible for increasing the percentage of Federally Qualified Health Centers (FQHCs) at full readiness to engage in health professions training programs. This will include providing training and technical assistance (T/TA) activities to advance health professions education and training in community-based FQHCs and supporting innovative ways to maximize the health workforce to meet the needs of the populations served. These activities are part of the US Department of Health and Human Services, (US DHHS) Health Resources and Services Administration’s (HRSA’s) Health Professions Education & Training (HP-ET) Initiative. The HP-ET Initiative will leverage T/TA to enhance health centers’ capabilities to recruit, develop, and retain their workforce by exposing health and allied health professions students, trainees, and residents to education and training programs at health centers.

**General Duties:**

1. Support and work directly with the Director of Workforce Development.
2. Distribute the Readiness to Teach Assessment Tool (RTAT) to all health centers in Ohio with the goal of at least a 50 percent completion rate within Year 1. Continue to collect additional health center responses in Year 2 as needed.
3. Identify and address barriers and outstanding needs to support and promote health center completion of the RTAT and data collection, as needed.
4. Provide targeted training and technical assistance (T/TA) to health centers based on the results of the RTAT. This may include: 1) development of workforce action plans to advance the Health Professions Education and Training (HP-ET) Initiative; 2) assisting health centers in identifying potential barriers that may prevent them from advancing the HP-ET by the end of the project period; 3) providing an analysis of key factors to identify overarching patterns and structural and/or system-level barriers preventing health centers from progressing through levels of readiness and 4) identifying and providing T/TA to address identified barriers.
5. Ensure accuracy and timeliness of required quarterly reports submitted by participating FQHCs.
6. Increase health center workforce implementation capacity, including new and strengthened partnerships.
7. Provide T/TA through small and large group discussions (e.g., training sessions, learning collaboratives, webinars) on developing and strengthening academic-community partnerships to support HP-ET across all disciplines and education levels.
8. Facilitate relationships with key stakeholders (e.g., federal, state, local and national organizations) in order to implement, advance, and sustain the HP-ET Initiative.

9. Establish strategic partnerships between community colleges, four-year colleges, and universities to recruit and retain students from rural and underserved communities who have a strong desire to pursue a career working in a health center, including Historically Black Colleges and Universities (HBCU) and Hispanic Serving Institutions (HSIs).

10. Promote evidence-based models or promising practices that support the HP-ET Initiative goals.

11. Demonstrate the sustainability and return on investment associated with health professions training programs.

12. Disseminate models that address implementation of health center preceptor recognition and incentive programs.

13. Work closely with the Director and the Manager of Workforce Development to assure RTAT, HP-ET and related T/TA activities complement and leverage the existing Ohio Primary Care Workforce Initiative (OPCWI) program.

14. Perform related responsibilities as assigned by the Director of Workforce Development.

**Minimum Qualifications:**

1. Bachelor’s degree (Master’s preferred) in appropriate field (public health, health administration, or other health related field) or at least two years of experience in the fields of health, public health, or social service.

2. Demonstrated skills and background in workforce development and planning.

3. Demonstrated knowledge about health care services and quality improvement.

4. Demonstrated awareness of, and value for, cultural competence and healthcare equity.

5. Excellent organizational skills and strong written and verbal communication skills.

6. Demonstrated ability in building and maintaining effective partnerships.

7. Ability to work as a team member and work effectively with diverse people.

8. Ability to work with minimal supervision and maximum accountability, including managing and prioritizing multiple tasks.

9. Strong computer skills, particularly in Microsoft Office Word, Excel, Outlook, and the Internet.

10. Pleasant manner in telephone and personal contacts and a professional demeanor.

11. Fluency in written and spoken English.

12. Ability to travel and attend meetings as required including occasional overnight stays and out-of-state meetings and presentations.

13. Physical ability to stoop, kneel, bend, sit for long periods (up to four hours), use a computer and lift up to 35 pounds.

14. Ability to work remotely and in the office, based on current community health risks (including emergencies) and work requirements. May be required to work an alternating schedule between on-site (office) and remote (home) locations.

15. Have and maintain a valid Ohio driver’s license.

16. Able to use personal and corporate automobile and have all liability and automobile insurance coverage as required by law.
The ideal Workforce Coordinator will display sound judgment, relate well to the public and staff, have a professional demeanor, prioritize customer satisfaction, and be well organized.

**Category:** Full-Time, Exempt  
**Reports to:** Director of Workforce Development

**To apply,** please send a Resume and Cover Letter to cfarquhar@ohiochc.org

This is an office based work environment.  
This is a grant-funded position, FLSA- exempt position.  
OACHC is an equal opportunity employer.  
Approved:

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The above statements are intended to describe the general nature and level of work being performed by people in this job. The statements are not an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description may be changed and additional duties may be added or assigned from time to time. The above description does not affect or diminish the at-will status of the employment relationship between OACHC and its employees.