



COLORADO COMMUNITY HEALTH NETWORK (CCHN)
Workforce Specialist – Health Professions Education and Training
Job Description

To Apply: Please email your resume and a cover letter describing your interest in the position and any relevant experience to Sarah Macrander at smacrander@cchn.org with “Workforce Specialist” in the subject line. Only applicants who submit both a resume and a cover letter following these instructions will be considered.

Job Title: Workforce Specialist, focus on Health Professions Education and Training

Division: Health Center Operations

Reports to: Senior Manager, Health Center Operations

Supervises: N/A

Category: Full-time, Non-exempt

Date: February 2022

Purpose of Position: The Workforce Specialist, with a focus on health professions education and training (HP-ET), assists CCHN’s efforts to support Community Health Centers (CHCs) to develop the next generation of CHC workforce and the recruitment and retention of existing workforce. This is achieved through providing resources, technical assistance, and training on HP-ET and general workforce-related topics to CHCs and partner organizations. The ideal candidate is interested in growing the next generation of health care workforce and supporting CHCs in recruiting and retaining these staff, is self-motivated, able to manage and prioritize multiple assignments, enjoys working collaboratively and with diverse people, and able to travel occasionally within Denver and Colorado.

Essential Duties/Responsibilities:

General Workforce Support

Duties outlined below are conducted in collaboration with the Workforce Specialist focused on recruitment and retention, and other CCHN staff.

1. Co-lead CCHN’s internal workforce team, with the aim of providing opportunities for coordination and collaboration across CCHN on projects, training, technical assistance, and resources to support health care workforce.
2. Maintain workforce-focused areas of CCHN’s websites, especially the Mission Driven Careers website with recent CHC job openings and efforts to raise awareness of CHCs as employers of choice.
3. Coordinate, draft and send communications to raise awareness of CHCs as employers of choice and HP-ET efforts, across CCHN’s communications platforms, including a monthly jobs email, CCHN’s websites, social media, and newsletters. This work will be achieved through:
 - a. Planning out and executing themes that unite messaging across various communications,
 - b. Drafting and sending monthly emails to job seekers, and
 - c. Drafting articles for CCHN’s newsletter and social media posts, in partnership with CCHN’s communications team.
5. Support workforce data collection, quality assessment, analysis, and report generation including but not limited to projects such as salary, benefits, and turnover and HP-ET surveys.

6. Provide administrative support to the CCHN board committees and CHC peer groups managed by HCOPS, including the board-appointed workforce committee and Human Resources Advisory Network (HRAN), and other groups as assigned

Health Professions Education and Training

1. Collect data and information on CHC readiness and existing engagement in HP-ET initiatives, with the goal of supporting the development and implementation of strategic HP-ET workforce plans at CHCs to strengthen and increase CHC connections to the workforce pipeline.
2. Build relationships and collaborate with new and established community and education partners at the local, state, regional and national level.
3. Facilitate meetings, trainings, learning collaboratives and webinars to strengthen CHC knowledge of and participation in HP-ET initiatives.
4. Advance evidence-based models or promising practices that further CHC participation in and success with HP-ET initiatives.
5. Support CHC connections to and use of the workforce pipeline to recruit and retain CHC staff through:
 - a. Participating in student presentations and job fairs to promote education and employment opportunities at CHCs.
 - b. Connecting health professional education students, interns, graduates, fellows and residents to training opportunities at CHCs.
 - c. Providing training and technical assistance on health professional education training programs, compliance, financial support, and health professional licensure and certification requirements.
 - d. Developing relationships, collaborating with, and supporting HP-ET staff leads at CHCs.

Other Duties/Responsibilities

1. Provide administrative support as requested, including providing coverage for CCHN's internal operations as requested.
2. Represent CCHN at meetings, webinars, and conferences with CHC members, and in meetings with national, state, and local partners.
3. Schedule, plan and support events, conference calls, meetings, and training sessions, including all aspects of coordination, planning, material preparation, registration, minute taking, and follow-up, as directed.
4. Participate in and lead activities of internal committees such as the Events Team, the Cultural Humility and Awareness Team, Wellness Committee, peer groups, and ad hoc teams as approved.
5. Reports corporate compliance concerns to CCHN's Corporate Compliance Officer; any CCHN employee who reports a compliance concern in good faith is protected by law from retaliation.
6. Assume other responsibilities as assigned.

Note: Employees are held accountable for all duties of this job.

Job Qualifications:

Knowledge, Skill, and Ability:

1. Demonstrated ability to:
 - a. Work with customer/client groups and/or experience in membership organizations.

- b. Build rapport and increase knowledge of an audience when imparting complex information.
2. Ability to:
 - a. Work effectively as a team member and with diverse people.
 - b. Resolving conflict effectively and appropriately.
 - c. Think critically, problem solve, and practice solution-based thinking.
 - d. Work with minimal supervision and maximum accountability, managing and prioritizing multiple tasks.
 - e. To analyze, organize, and evaluate data.
 - f. Thrive in a complex and rapidly changing environment.
3. Project management ability preferred.
4. Proficient in Microsoft Office, Microsoft TEAMS, and ZOOM software. Proficiency or willingness to learn how to edit websites.
5. Fluency in written and spoken English.
6. Proficient written and oral communication skills, with a high degree of comfort in speaking in front of groups.

Training/Education:

1. Bachelor's degree, preferably in a health-related field, or a minimum of five years of experience with health professional education and/or CHC-specific work experience.

Experience:

1. At least two years of experience in a professional work environment required
2. Experience in an appropriate field (primary care, community health, public health, or other health-related field) preferred.
3. Experience working with adolescents and/or young adults preferred.

Working Environment and Physical Activities

1. CCHN follows a hybrid work structure where employees can work remotely or in the office. The policy is subject to change, but is currently 80% remote work.
2. Occasional day trips and travel requiring staying overnight for multiple days in a row to attend meetings, conferences, and trainings in Colorado and nationwide.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Position Salary Range:

\$25.50 to \$27.50 per hour, depending on experience.

Benefits: CCHN provides a comprehensive benefits package that includes:

1. Insured group health, dental, & vision plans
2. Medical and dependent care flexible spending account options
3. 401k retirement plan with an employer contribution match
4. Life, AD&D, and Long-term disability plans paid for by employer
5. Free 24/7 access to confidential resources through an Employee Assistance Program (EAP)
6. Voluntary benefit plans to complement health care coverage including accident insurance, critical illness, and short-term disability
7. A generous mix of vacation, sick, and holiday paid days off, including 15 vacation days accrued per year, accrued sick time, and 11 paid holidays.

This position is open until filled.