

Job Title: Workforce Development Manager
Reports To: Vice President
Status: Exempt
Salary Range: Negotiable

Job Summary:

The Workforce Development Manager (WDM) will provide support to Florida's Community Health Centers (CHCs) by strengthening the Association's Training and Technical Assistance (T/TA) activities as part of the Health Professions Education & Training (HP-ET) initiative. The WDM is responsible for the research, development, communication, and implementation of continuous enhancement to strategic workforce initiatives.

This position will also develop and maintain national and statewide partnerships to ensure the potential and existing CHC workforce remains current with trends and developments in individual fields and increases tenure with their respective Center. This may include cross-trainings with help from appropriate FACHC team members.

In addition, the preferred candidate for this position will have significant experience in identifying and working with resources and third-party entities that specialize in recruitment and retention.

Duties and Responsibilities:

- Under guidance of the Vice President, will be responsible for developing a comprehensive FACHC Workforce Strategy
- Supports health center development of workforce action plans to advance the HP-ET initiative
- Provide communication and assist CHCs with completing the Readiness to Train Assessment Tool (RTAT™)
- Responsible for completing BPHC/HRSA Workforce Activity reporting requirements
- Identifies strategic partnerships that will assist in closing the workforce gap at CHCs, including developing pipelines with colleges and universities primary care residency and internship programs to recruit them as CHC employees
- Performs duties related to developing retention strategies and trainings in line with the FACHC Workforce Strategy; activities that may include securing continuing education credits or arranging for presentations from leaders in a variety of primary care workforce development areas
- Plans, implements and oversees research to identify the educational training needs of CHCs; surveys CHC member interest in programs, and tracks program participation/program outcomes to continue to improve results
- Expected to secure independent grant proposals to bring to the attention of FACHC leadership, which may include partnerships/arrangements or workforce projects

- Participates in educational career fairs/ conferences in order to provide continuous improvement of workforce development offerings and meet the current and future staffing needs of the CHCs
- Other related activities in addition to those listed above and take on additional assignments as identified by the Vice President

Position Specifications:

- Master's degree preferred or 3 years comparable work experience in workforce and healthcare programs with a bachelor's degree may be substituted for a master's degree
- Strong focus in employee development
- Work with FQHCS to identify and evaluate potential applicants for CHCs, as well as tools that can be used by CHCs in both recruitment and retention of staff
- Solid understanding of the not-for-profit primary health care sector
- Significant communication skills in written and verbal formats, showcases clear and concise manner
- Experience as employer-side of working with online hiring platforms
- Experience providing in-person and online trainings
- Work collaboratively with others in a diverse and inclusive environment, routinely seeking input from appropriate staff

Essential Requirements:

- Must be proficient in Microsoft Office
- Must have experience with hosting webinar programs
- Must be able to work cohesively with external partners and companies
- Must be able to multi-task under stressful conditions
- Ability to accept change and be flexible
- Must be able to uphold the values of FACHC