Position: Salinas Valley Healthcare Professions Pathway Partnership Coordinator

Department/Site: Nursing

FLSA: Non-Exempt – (Classified CSEA)

Reports to: Director, dean, or other administrator in assigned area

Salary Range: 36

DESCRIPTION:

Under the supervision of the Manager of SVHPPP, the SVHP Pathway Partnership Coordinator will help develop, promote, and support partnerships to provide Salinas K-16 students with local nursing and allied health educational opportunities. The SVHP Pathway Partnership Coordinator will assist in developing and implementing programs that motivate and prepare students for careers in healthcare professions. These programs may include work-based learning experiences, early college credit opportunities, parent outreach and education strategies, health science fairs, holistic youth development experiences, leadership academies, teacher professional development opportunities, and other programs and activities to meet the short-term and long-term pathway goals in cooperation with program partners.

DISTINGUISHING CHARACTERISTICS:

The SVHP Pathway Partnership Coordinator will work with college personnel in the allied health fields to create, coordinate, and implement a cohesive network of opportunities in the Salinas Valley to engage in career exploration and preparation related to the healthcare profession. The coordinator will support leaders at service area schools, community-based organizations, Monterey County Department of Social Services, and other institutions to provide programs that prepare students at all levels of education from kindergarten through a bachelor’s degree program for careers in the healthcare professions. This position aligns with the strategic priorities and values of Hartnell College by providing educational access to a broad segment of the regional community.

REPRESENTATIVE DUTIES:

- Participates in the development and implementation of effective and innovative healthcare programs and services focused on improving the preparation of students for postsecondary success in the classroom and career readiness;
• Coordinates and participates in programmatic activities with leaders of various educational institutions, community-based organizations, one-stop career centers, adult schools, migrant-serving organizations, and others to create a network of opportunities and a more seamless pathway for students to enroll at Hartnell College;

• Assists supervisor and dean with programs and services that focus on increasing student access and success;

• Works closely with supervisor and Hartnell College leaders to ensure communication about, partnership in, and coordination of services being offered for students interested in healthcare professions;

• Develops, analyzes, and assesses Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) that measure program effectiveness, and implements program modifications as directed;

• Works closely with Dean of Academic Affairs for Nursing and Allied Health, SVHP Pathway Partnership Manager, and faculty to implement a service calendar for core student services programs and activities, including application workshops, financial aid workshops, and academic preparedness events;

• Works with students individually and in groups to motivate and encourage their participation in and successful progression through the components of the programs, including internships, club activities, work experience, leadership academies, and prerequisite coursework;

• Assists with college preparation programs for prospective health career pathway students attending alternative schools, adult schools, community-based organizations, universities, and migrant student serving organizations;

• Works with information technology and institutional effectiveness staff with data collection, entry, and analysis, and prepares reports necessary to analyze student success indicators;

• Coordinates advisory committees of college, university, business, community-based organization, migrant student serving organizations, and industry partners to focus on college success and health care career preparation strategies, and coordinates meetings, agendas, and minute-taking;

• Develops print, digital, and electronic promotional media and materials that provide information on Hartnell College programs and services;

• Attends committee meetings as assigned;

• Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

• Program and event planning, workshop organization, and meeting facilitation practices

• Community based organizations, adult schools, college, and university systems and requirements

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• Public relations principles and practices
• Effective integration of technology to enhance student services and data collection
• English usage, grammar, spelling, punctuation, and vocabulary
• Office practices, procedures, and equipment, including word processing and spreadsheet construction
• Outreach and recruitment techniques
• Record-keeping techniques
• Public speaking techniques

SKILLS AND ABILITY TO:

• Perform a variety of professional-level public relations activities related to the implementation and promotion of District programs and services related to school-to-college pathways;
• Follow-up with students, employers, educational institutions, community groups, one-stop career center staff, and others in person, in writing, and by telephone to sustain partnerships focused on enhancing student postsecondary preparation and success;
• Become knowledgeable on SB 1456: Student Success Act Program, Student Equity Program requirements, and nursing and allied health education and licensing requirements;
• Utilize interpersonal skills using tact, patience, and courtesy;
• Assist with the creation of effective recruitment and promotional materials, including website content using Drupal;
• Establish and maintain cooperative and effective working relationships with others;
• Work in a team environment and take direction;
• Plan and organize work involving multiple stakeholders;
• Assist with the preparation of comprehensive reports and records;
• Perform simple data analysis;
• Maintain confidential information;
• Maintain accurate records.

EDUCATION AND EXPERIENCE:

A bachelor’s degree with emphasis in education, public relations, or a closely related field, and five years of experience in program coordination or administration, or the equivalent.

Desirable: Experience in an educational setting, including university transfer preparation or curriculum design and development; Experience in a healthcare-related profession; Bilingual (English and Spanish) speaking and writing ability.

LICENSES AND OTHER REQUIREMENTS

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Valid California driver’s license.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

Office environment; Driving a vehicle to conduct work, including at partner institutions; meeting and addressing the public; constant interruptions; dexterity of hands and fingers to operate a computer keyboard, or adaptive equivalent; sitting or standing for extended periods of time.