AACHC Job Description

Title: Sr. Director of Workforce
Reports to: Chief Strategy Officer
Originating Date: 08/2020
Revision Date: N/A
FLSA Status: Exempt

Approved:

Primary Purpose:
The Director of Workforce will provide strategic leadership to develop AACHC’s statewide workforce vision and to implement and expand innovative workforce initiatives. The Director will advance a comprehensive workforce development strategy inclusive of student pipeline development; health workforce training programs; recruitment initiatives; retention strategies; and, professional development, skill building, and succession planning.

Essential Functions:

1. Central Arizona Area Health Education Center (CAAHEC)
   a. Serve as CAAHEC Center Director, responsible for achievement of all key metrics; work plan creation, monitoring, and reporting; budget development and management; and, program staffing.
   b. Develop effective, strategic partnerships and affiliations to further required program objectives, including trainings, recruitment, and placement for students, residents, scholars, and health care providers.
   c. Perform ongoing program evaluation, utilizing stakeholder and participant feedback, surveys, and data analysis to assess progress towards goals and to design future programming.
   d. Represent CAAHEC at meetings and public speaking engagements.

2. Statewide health center workforce program development
   a. Responsible for developing and implementing a statewide workforce plan that is responsive to health center workforce gaps.
   b. Responsible for AACHC’s Health Resources and Services Administration Primary Care Association Cooperative Agreement workforce deliverables, including collaboration with external partners.
c. Identify and respond to health center workforce training and technical assistance needs, including development of virtual and in-person group and one-on-one sessions.

3. Ensure integration across all AACHC workforce programs and activities.

4. Act as primary workforce point of contact for HRSA, all Arizona and out of state medical schools, health professions training programs, other AHEC programs and other partners as applicable.

**Supervisory Responsibilities:**

The Director of Workforce is responsible for managing CAAHEC staff, and other AACHC workforce program staff.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

1. Bachelor’s Degree; Master’s degree preferred.
2. At least 5 years’ experience developing, leading and managing health care workforce programs.
3. Familiarity with health professions training and student recruitment and placement.
4. Previous experience with community health centers and/or primary care workforce development a plus.

**Certificates and Licenses:**

Must have valid Arizona Driver’s license, own private reliable transportation, and have current automotive insurance as required by state law.

**Related Information**

**Physical and Environmental:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs essential functions in a climate-controlled office setting requiring long periods of sitting and frequent use of office technology requiring ability to perform keyboard
related tasks using hands and close vision. The employee is frequently required to talk and hear. The employee is occasionally required to walk. Functions performed require the ability to regularly stoop, weight objects (bend and reach; additionally, functions include lifting, pushing, pulling and carrying light to medium up to approximately 35 pounds) on a regular basis.

Regularly required to operate a motor vehicle to attend program functions.

Required Technology Experience:

Demonstrated ability to use intermediate functions and features of Microsoft 365 including: word processing, spreadsheet, presentation and database applications.

Competencies:

1. Demonstrated experience working with academic medical centers, residency programs and clinical rotations. Experience with Teaching Health Centers and Area Health Education Centers (AHEC) highly desirable.

2. Demonstrated ability to manage grant-funded initiatives, including strong project managements and budget management skills.

3. Strong communication skills and competency to explain program goals and outcomes to a variety of stakeholders and decision-makers.

4. Demonstrated ability to apply knowledge of workforce development programs to implement and measure new initiatives.

5. Demonstrated ability to work independently with little direct supervision in the efficient, timely, and thorough completion of tasks.

6. Demonstrated ability to prioritize multiple tasks, assignments, and projects to meet established quality and time requirements.