

Position Announcement

IMPLEMENTATION COORDINATOR

WORKER EDUCATION AND RESOURCE CENTER (WERC)

*The **Worker Education and Resource Center Inc.**, located on the second floor of SEIU Local 721's office building just west of downtown Los Angeles, works in partnership with the Los Angeles County Department of Health Services (DHS) in a joint venture to implement a Health Care Workforce Development Program (HCWDP) for the 23,000 employees of DHS. DHS is the second largest public health system in the country with four large hospitals and 20 clinics and health centers serving the uninsured residents of Los Angeles County.*

The Health Care Workforce Development Program provides educational and training opportunities for DHS employees represented by Local 721. These opportunities include career paths

in nursing and other allied health fields, and programs to enhance workers' skills in order to retain stable employment.

The HCWDP is sustained by a grant from the State of California and support from the County of Los Angeles. HCWDP has a staff of 50, including both WERC and DHS employees assigned to the Program. HCWDP is committed to providing dynamic, innovative education and training opportunities in a pro-worker, learner-centered, supportive environment. It is a high performance program that produces dramatic results – pioneering a large-scale health care workforce development program in Los Angeles.

POSITION DESCRIPTION: This is a full-time position under the supervision of the Associate Director of Educational Programs and/or Senior Program Manager, and at the direction of one or more Project Developers. The Implementation Coordinator works as a member of various internal project teams to support participants in skill development and college-level career path training programs for nursing and allied health professions.

Sample duties will include: Coordination with facility-based managers to ensure smooth operation of training programs; written and oral communication with facility-based staff about training opportunities and services; providing coaching and other student support services for participants; assistance with developing and executing recruitment and marketing strategies; monitoring the impact of student support and program strategies; assisting with course and schedule planning; securing locations; cooperating with other staff to ensure successful programs.

Qualified individuals will have experience in coordinating, marketing or developing training programs (health-related preferred); experience in facilitation and negotiation with individuals from multiple organizational levels; ability to meet deadlines within short time frames and have the flexibility to shift focus from one project to another. Also, this individual needs to have excellent analytical and organizational skills; strong written and verbal communication skills and be able to demonstrate expertise using office related software.

SALARY AND BENEFITS: The salary range for this position is \$57,000 to \$60,950, depending on experience. For more information on this position or to submit a resume, please contact: Lucio Rodriguez, WERC, 500 South Virgil Avenue, Suite 200, Los Angeles, CA 90020. (213) 639-2220. Fax: (213) 380-4142. Email: lrodriguez@hcwdp.org **EMAIL PREFERRED**