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## BI-STATE PRIMARY CARE ASSOCIATION Position Description

**Title:** Project Coordinator, Workforce Initiatives  
**Reports To:** Program Manager, Workforce  
**Employment Classification:** Full Time; Salaried; Exempt  
**Date Last Updated:** May 23, 2022  
**Current Incumbent:** To be hired

### Purpose of the Position:

The purpose of this position is to increase the percentage of health centers in Vermont and New Hampshire who are at full readiness to engage in health professions training programs. The Project Coordinator will provide training and technical assistance to health centers to foster the development of new health center-based education and training programs to build a workforce to address current and emerging needs.

### General Description:

Under the supervision of the Program Manager, Workforce and in accordance with Bi-State policies and procedures, the Project Coordinator is responsible for organizing and conducting all aspects of Bi-State's work in the implementation of the Health Profession Education and Training Initiative (HP-ET).

The HP-ET Initiative is intended to enhance health centers' capabilities to recruit, develop, and retain their workforce by exposing health and allied health professions students, trainees, and residents to education and training programs at health centers. The Project Coordinator will have an understanding of primary care and will work collaboratively within Bi-State's Recruitment Center to integrate health professions education and training activities with workforce development, recruitment, retention, and other services provided by the Recruitment Center. The Project Coordinator Workforce Initiatives position is funded by a grant from the Bureau of Health Workforce (BHW) through June 30, 2023, subject to availability or extension of grant funds.

Bi-State is an equal opportunity employer, willing to provide reasonable accommodations for qualified individuals with disabilities. Employees who require accommodation to perform the essential functions and requirements of their positions should address questions or concerns with Human Resources.

### Essential Duties:

1. Support planning and implementation of HP-ET initiatives that facilitate workforce development for and within health centers.
2. Support health center development of strategic workforce action plans to advance the HP-ET Initiative.
3. Participate in Bureau of Primary Health Care (BPHC), Bureau of Health Workforce, and/or Health Resources and Services Administration (HRSA) National Training and Technical Assistance Partner (NTTAP)-supported training and technical assistance (T/TA) on the HP-ET initiative and strategic workforce planning.
4. Support the administration of health center assessments as required by BPHC, Bureau of Health Workforce and/or HRSA such as the Readiness To Train Assessment Tool (RTAT).
5. Provide T/TA to health centers to offer support in interpreting results or acting on results from assessments such as RTAT.
6. Assist health centers in identifying potential barriers that may prevent them from advancing HP-ET.

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7. Analyze key factors to identify overarching patterns and structural- and/or system-level barriers that prevent health centers from progressing through levels of readiness.
8. Identify and provide T/TA to help address identified barriers.
9. Provide T/TA through small and large group discussions (e.g., training sessions, learning collaboratives, webinars) on developing and strengthening academic-community partnerships to support HP-ET across all disciplines and educational levels. Convene and facilitate meetings with health centers and external stakeholders to support this work.
10. Periodically travel on Bi-State business.
11. Facilitate relationships with key stakeholders (e.g., federal, state, local, and national organizations) to implement, advance, and sustain workforce initiatives .
12. Establish strategic partnerships between community colleges, four-year colleges, and universities to recruit and retain students from rural and underserved communities who have a strong desire to pursue a career working in a health center.
13. Work collaboratively with the State and other public and private organizations to reach the goals and objectives of Bi-State and its' Recruitment Center.
14. Maintain knowledge of national, regional, and local health care marketplace to identify trends, best practices and barriers relating to workforce development, recruitment, and retention. Disseminate this information to key stakeholders to increase the ability of practices to attract, recruit, and retain an appropriate workforce.
15. Promote evidence-based models or promising practices that support HP-ET.
16. Assist in the preparation of the annual budget to include making revenue projections and recommending service levels and enhancements. Monitor and track all expenditures to ensure the project remains within its approved budget.
17. Provide timely written and oral reports to the Program Manager, Workforce and funders on progress toward program objectives, activities, and metrics.
18. Maintain positive internal and external communication with Bi-State's staff, members, Board of Directors, clients, and external stakeholders.
19. Actively serve as an ambassador from Bi-State to the community, building collaborative connections, and looking for opportunities to increase income for the organization. In coordination with your supervisor, identify, cultivate, solicit, and provide stewardship to potential and current donors and sponsors; develop opportunities for fee-for-service consulting; write grants; promote the group purchasing program; and look for opportunities to attract new members and strengthen relationships with existing members.
20. Understand the mission and vision of the organization.
21. Live the values of the organization: learning, integrity, responsiveness, and respect.
22. Other duties as assigned by your supervisor and/or the President and Chief Executive Officer and/or the Vice President of Policy and Strategy.

#### **Qualifications:**

##### Knowledge/Degree/License Requirements:

1. Four-year baccalaureate degree or equivalent.
2. Experience in workforce planning and development in community-based settings preferred.
3. Knowledge of primary care, behavioral health and/or substance use disorder workforce, provider certification and training programs and/or recruitment and retention strategies preferred.
4. Three-to-five years of relevant experience.
5. Grant management experience preferred.
6. Valid United States driver's license.

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Skills Requirements:

1. Possess strong oral and written communication skills.
2. Possess strong computer skills (Word, Excel, PowerPoint) and ability to use Bi-State systems.
3. Possess strong interpersonal skills to effectively work with the membership and public.
4. High level of independence and motivation and excellent judgment required as the incumbent will regularly exercise independent discretion.
5. Possess negotiation skills.
6. Ability to manage large projects/grants.
7. Ability to work independently and demonstrate flexibility.
8. Ability to work with multiple tasks simultaneously.
9. Ability to produce accurate, timely written reports using organizational systems.
10. Ability to meet deadlines.
11. Ability to maintain strict confidentiality.
12. Ability to understand and follow complex instructions.
13. Ability to respond appropriately and professionally to staff and members of the public in person, in written communication and on the phone.
14. Ability to interpret data and apply, as needed, to varying uses, such as grant application guidelines.
15. Ability to work well in fast-paced environment, juggle many priorities and handle stress in a professional and positive manner.

Physical Requirements:

1. Most time spent sitting, with up to one-third (1/3) of time walking or standing. There are no restrictions on ability to interrupt periods of sitting.
2. Minimal lifting.

**Working/Environment Conditions:**

1. Climate-controlled office (when working on-site)
2. Quiet work environment

**Machines/Equipment/Tools Used:**

1. Computer
2. Telephone
3. Copy machine
4. Automobile

Please sign below to acknowledge you have received a copy of this Position Description and that you understand and are willing to fulfill the position as outlined.

\_\_\_\_\_  
Current Incumbent Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Current Incumbent Name (Please Print)

\_\_\_\_\_  
Supervisor Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Please Print)