

İLİSAĖVIK COLLEGE

- EXTERNAL JOB ANNOUNCEMENT -

Posting Date: June 22, 2015

Closing Date: Until Filled

POSITION: Coordinator, Health Careers [Grant-funded]
LOCATION: Barrow, Alaska
REPORTS TO: Coordinator, Allied Health/ NW AHEC
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.; may include some evenings & weekends
COMPENSATION: \$63,580 Annual + Benefits [EXEMPT Position]

JOB DESCRIPTION: Establishes and tracks job shadow experiences at multiple sites (Barrow, Nome, and Kotzebue). Tracks students using pre and post test measures. Contacts and recruits healthcare professionals to take part in Speaker's Bureau targeting multiple health careers to speak to groups about the career paths of their professions. Tracks the number of participants and obtains feedback through post surveys. Disseminates resource links to targeted school personnel in northwest schools to introduce health career information and career counseling for the health professions. Seeks feedback on the helpfulness of the links. Tracks the use of the information through follow-up interviews. Supports clinical rotations through development, promotion, and coordination of clinical rotations including seeking support for travel and housing expenses. Establishes place-based practice for new employees, including cross cultural orientation and mentoring. Tracks participation and feedback on the quality of the information provided. Participates in an annual assessment of training needs in AHEC regions. Facilitates the expansion of the existing tele-education in Behavioral Health to include Allied Health topics and public health. Tracks participation and feedback on the quality of the information provided. Cultivates and maintains relationships with appropriate health care professionals, school counseling and academic departments and clinical faculty to elicit support for and involvement in job shadowing activities, speakers bureaus, and other health career awareness programs. Creates and maintains a regional contact list. Serves as a representative with the various healthcare provider constituencies, associations, academic institutions and state agencies, governmental structures, etc. within the region served by the Northwest AHEC. Develops and maintains data collection system and assists with the analysis of work activities, including a database to track NW AHEC participants in each NW AHEC component. Implements the mission, vision, values and strategic plan of the Northwest AHEC and Ilisagvik College. Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances. Performs other related duties as required.

REQUIREMENTS: Associate's degree in education, preferably health education, health field, or business field which must include demonstrated verbal and written communication skills. Demonstrated interpersonal skills to include representing institutions and policies to various constituencies. Demonstrated organizational skills. Experience in working with health care professionals, local community structures, government agencies and academic institutions. Experience with the workings of private, non-profit corporations and with general policies governing the use of funds. Three years experience in health or education fields and experience with developing electronic databases. Strong oral, written, interpersonal, and presentation communication skills. Demonstrated ability to interact effectively in a multicultural environment. Ability to travel periodically, including occasional travel in small aircraft. Ability to provide official academic transcripts and at least three professional references. Ability to pass a pre-employment background check and drug screen.

PREFERRED: Bachelor's degree in education, preferably health education, health field, or business field. Experience in a health care setting. Experience with the development, delivery and evaluation of educational programs for adult and non-traditional learners, to include content aspects; familiarity with the social, cultural, economic and demographic characteristics of the Northwest AHEC region and rural Northwest Alaska in particular. Experience with state and federal government policies and procedures. Experience in community development. Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community. Valid driver's license.

SUBMIT REQUIRED APPLICATION, COVER LETTER, RESUME AND TRANSCRIPTS TO:

İEISABVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723
ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-İlisagvik College is a Drug Free Work Place and Equal Opportunity Employer-