



HealthForce Partners CALIFORNIA

Bilingual Career Navigator, San Joaquin/Stanislaus Counties Health Professions Pathways Program

HealthForce Partners California is seeking qualified applicants for the newly-created role of Bilingual Career Navigator in its Health Professions Pathways Program. The successful candidate will work with adults and youth in San Joaquin and Stanislaus Counties to foster opportunities for members of traditionally underrepresented groups to seek education, training, mentorship and supports that lead to opportunities to pursue careers in healthcare. This role will work with both English- and Spanish-speaking populations and must be proficient in both languages.

Job Summary

Under general supervision, this position functions as a direct link between individuals participating in the [Health Professions Pathway Program](#) (HPPP) and HFP in accordance with the funding contract. This position is responsible for outreach, recruitment, and enrollment of individuals into the program. In addition, the Career Navigator plans and facilitates workshops that educate participants on health career pathways, soft skills development (such as communication, teamwork, and professionalism), and general job skill enhancement. The role also connects participants to wrap-around services including mentoring and counseling.

The Career Navigator collaborates closely with the HPPP Program Director to align program activities with local priorities across San Joaquin and Stanislaus Counties, respectively; strengthen community partnerships; and ensure program quality. This position also helps coordinate Health Career Expo events for high school students and the general public, and it works with HFP staff, local agencies, and educational systems to create and sustain clear health career pathways.

Duties

- Maintain a solid working knowledge of all rules, regulations, and grant requirements applicable to the HPPP contract
- Recruit individuals through partners, community outreach, and marketing to the program
- Enroll participants and oversee their ongoing participation and progress
- Connect participants to resources necessary to help them complete the program, including workshops, counseling, skill development, and mentoring
- Design and deliver training sessions focused on soft skills such as communication, teamwork, problem-solving, and workplace professionalism
- Maintain files and records required to manage the program

- Plan and oversee workshops and events offered as part of the HPPP program
- Help organize meetings for partners to ensure collaboration across the allied health career pathways ecosystem
- Collaborate with the Program Director on program planning, reporting, and partnership development efforts
- Promote and maintain a sense of teamwork and community between HFP community partners and other stakeholders
- Network with community agencies and educational systems and participate in community and health fairs and other events to promote HFP and its partners
- Provide other direct services and/or perform other duties as assigned

Minimum Job Requirements

- High School Diploma or GED required; college degree preferred
- Bilingual proficiency in English and Spanish
- Three years of relevant experience working with children, youth, and/or families preferred; experience working with volunteers desirable
- Experience and enthusiasm for working with and supporting individuals
- Position requires reliable transportation

Knowledge, Skills, and Abilities Required

- General knowledge of higher education systems, healthcare career opportunities, and community-based resources
- Demonstrated ability to work with culturally diverse populations
- Organized, detail-oriented, self-starter able to work with minimal supervision.
- Event planning experience
- Ability to teach and model essential soft skills for workforce success
- Ability to develop, plan, and implement short- and long-range goals

Salary Range

\$30 – \$35 per hour. This is a full-time, benefits-eligible position. Benefits include paid vacation, sick leave, and the opportunity to participate in employer-sponsored healthcare and retirement savings plans.

Other

Position requires a flexible schedule (some evening and weekend work).

To apply, submit your resumé and cover letter to Kelly Colby, Operations Manager, via email at kcolby@healthforcepartners.net.