Bilingual Healthcare Career Navigator - San Joaquin County

San Joaquin Delta College/ San Joaquin Adult Education Consortium

HealthForce Partners California is a multi-regional healthcare sector partnership catalyzing career pathway opportunities for all residents and growing a skilled and diverse workforce for the industry.

The Healthcare Career Navigator delivers workshops, provides healthcare-focused career guidance, and connects participants to healthcare education, training, and wraparound services such as mentoring and career counseling for San Joaquin Delta College/ San Joaquin Adult Education Consortium students. In addition, this role functions as a liaison between participants, educational institutions, employers, and community partners to ensure alignment between healthcare workforce needs and participant success.

This position also supports career center–style services, including healthcare career exploration, resume development, and access to career resources, while maintaining accurate program records and ensuring compliance with grant requirements.

This role contributes to broader community efforts to strengthen the local healthcare workforce pipeline, with an emphasis on pathways into medicine and allied health professions.

Primary Responsibilities

Participant Outreach, Recruitment & Enrollment

- Promote and enroll participants and support onboarding for health career related opportunities.
- Maintain ongoing engagement with participants and monitor progress throughout the program lifecycle.
- Connect participants to wraparound services such as mentoring, counseling, education and training programs.

Career Navigation & Direct Participant Support

- Provide individualized career guidance, including healthcare career exploration and pathway planning.
- Assist participants with resumes, job applications, interview preparation, and professional development.
- Schedule and coordinate guest speakers, presentations, and career-related events.
- Support participants in transitioning to employment or post-secondary education opportunities.

Workforce Development Center & Resource Coordination

- Coordinate and deliver day-to-day career center services, ensuring participants have access to healthcare career exploration tools, educational resources, and workforce opportunities.
- Maintain and organize career resources, materials, and tools for participant use.
- Provide access to career information and training opportunities and help participants navigate available resources.
- Utilize systems and technology to track participation, services, and outcomes.

Partnerships & Liaison Responsibilities

- Serve as a liaison between schools, training providers, employers, community organizations.
- Communicate program offerings and promote services to participants, partners, and stakeholders.
- Build and maintain relationships with partners to support participant success and workforce alignment.

Internal Collaboration

- Collaborate with internal team members, both HFP and SJDC/ San Joaquin Adult Education Consortium stakeholders, to ensure program activities align with the mandate.
- Provide operational insight and recommendations to strengthen program effectiveness.
- Perform other duties as assigned by the Chief Executive Officer or supervisor.

Qualifications

- Minimum of 2-3 years of experience with workforce development, healthcare, education, career services, or a related field.
- High school diploma or GED required, some college coursework or degree preferred.
- Ability to manage email, calendars, and electronic file systems.
- Strong organization skills with the ability to coordinate multiple activities and priorities.
- Must have reliable transportation and reside within San Joaquin County.
- Bilingual skills.

Salary Range

- $32 - $36 per hour
- Benefits included

Work Environment

This is a full-time, non-exempt position requiring occasional evening and weekend hours as needed. Hybrid role with opportunities to work in an office setting as well as remotely. Regular participation in meetings and events in various locations within the region served, as well as via Zoom or other videoconferencing platforms. Selected candidate must reside within commuting distance of the Northern San Joaquin Valley counties of San Joaquin, Stanislaus or Merced.

This position is initially grant-funded for a two-year period. Continued employment will be contingent upon performance and the development of sustainable funding.

To learn more about HealthForce Partners California, visit our website at www.healthforcepartners.net and follow us on Facebook and Instagram.

HealthForce Partners California is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.