



HealthForce Partners CALIFORNIA

Healthcare Career Navigator, Stanislaus County Health Professions Pathways Program (HPPP)

HealthForce Partners California is seeking qualified applicants for Career Navigator in its Health Professions Pathways Program (HPPP). The successful candidate will work with adults and youth in Stanislaus County to foster opportunities for members of traditionally underrepresented groups to seek education, training, mentorship and support that lead to opportunities to pursue careers in healthcare.

Job Summary:

Under general supervision and in coordination with the team, this position manages all aspects of the [Health Professions Pathways Program](#) (HPPP) including: collaborative program design, overseeing all aspects of events and workshops, ensuring delivery of wrap-around services to participants through partner relationships that may include resource connection, mentoring and counseling, etc. This position functions as a direct link between the individuals participating in the HPPP program and is therefore responsible for outreach, recruitment and enrollment of individuals into the program. The Career Navigator will coordinate 2-4 Health Career Expo events for high school students and the general public annually. Lessons learned through this program will also help inform collaborative efforts to streamline, expand and create educational pathways into healthcare careers.

Duties:

- Have a solid working knowledge of all the rules, regulations, and grant requirements that apply to the HPPP contract.
- In coordination with the team, plan all aspects of the HPPP program.
- Manage and oversee all details of the events, and workshops offered as a part of the HPPP program.
- Recruit individuals through partners, community outreach and marketing to the program.
- Enroll participants in the program and maintain regular communication to ensure their ongoing participation.
- Connect to or provide resources necessary to help participants complete the program including workshops, counseling, skill development, etc.
- Maintain files and records required to manage the program.
- Help organize meetings for partners in order to ensure collaboration across the allied health career pathways ecosystem.
- Promote and maintain a sense of teamwork and community between HFP community partners and other individuals relevant to the successful delivery of the program.
- Network with other community agencies and educational systems and participate when requested in community and health fairs and other events designed to promote HFP and our partners.
- Provide other direct services and/or other duties as assigned.



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Minimum Job Requirements:

- High school diploma or GED required. An Associate's degree is a plus.
- Three years of relevant experience working with children, youth and/or families is preferred. Experience with volunteers is desirable.
- Experience and enthusiasm for working with and supporting individuals.
- Reliable transportation.

Knowledge, Skills and Abilities Required:

- Must be an organized, detail oriented, self starter able to work with minimal supervision.
- General knowledge of systems of higher education, healthcare careers opportunities, community-based networks and resources.
- Demonstrated ability to work with culturally diverse populations.
- Event planning experience.
- Ability to develop, plan and implement short and long range goals.
- Exposure or experience with workforce development initiatives, boards or agencies preferred.

Salary Range:

- \$25 - \$30 per hour
- Benefits included

Other:

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