Workforce Development Coordinator

The South Dakota Association of Health Care Organizations (SDAHO) is seeking qualified applicants for our workforce development coordinator. This is a 4-year, grant funded, role where you will be a part of the SDAHO Healthcare, Research, Education & Trust non-profit division. The Workforce Development Coordinator is responsible for the development and implementation of the Association’s strategies and approaches to address the needs of SDAHO members related to supply, recruitment, and retention of the health care workforce.

JOB DESCRIPTION

Title: Workforce Development Coordinator

Reports To: Director of Quality Integration

Date Revised: New Position – July 2023

Scope of Work

- Successfully manage the HRSA federal network development award to improve access to health care services in rural South Dakota by developing an all-inclusive pipeline of health care essential workers.
- Initiate and implement workforce projects and programs that address SDAHO member workforce needs.
- Ensure that all Network Members and Partners follow grant terms and conditions, regulations, monitor compliance of all funded subrecipients, subcontractors.
- Meet all required HRSA report requirements including but not limited to workplan progress, budget spend, and network membership.
- Develop and implement creative marketing strategies to source and attract health care workers to South Dakota hospitals from within the state, other states, and other countries.
- Lead research and content development for alternative workforce pipeline development strategies or staffing models.
- Review and monitor new and ongoing clinical and practice issues in health care that impact the health care workforce.
- Research and identify national models and resources that address health care workforce issues and develop and expand programs as appropriate.
- Seek input from SDAHO members on workforce issues.
- Monitor data related to national, state, and local health care workforce trends and development needs. Analyze implications for SDAHO members and develop reports for dissemination.
- Consistently research, inventory, and distribute best practices around workforce practices and development.
- Build and develop strategies focused on health care workforce resilience and retention.
- Identify and establish outreach opportunities to include presentations to promote health careers.
• Prepare communications to SDAHO members to increase awareness and knowledge and to reinforce issues related to workforce planning. Provide support and guidance to SDAHO members regarding workforce initiatives.
• Collaborate with SDAHO members and other stakeholders to facilitate the sharing of workforce data and information.
• Identify opportunities to provide technical assistance or education programs that will assist SDAHO member hospitals and post-acute care providers in retention of their health care workforce.
• Assist in monitoring regulatory and legislative activity and public policy associated with clinical and practice issues, licensure, and health care workforce, career centers, and educational institutions.
• Represent SDAHO with all groups and activities working on and/or discussing health care workforce issues in South Dakota, and act as a liaison between members and other key stakeholders such as state agencies, other associations, and community groups.

FLSA Status: Exempt
Supervisory Responsibilities: N/A
Equipment/Tools Used: Computers; Photocopiers, Scanners; Printers; etc.
Technology Used: Zoom, Smartsheet, Microsoft Office: Microsoft Word/Excel/Outlook/Teams

Minimum Qualifications (Knowledge/Experience/Skills/Licensure/Certification): To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is located in Sioux Falls, SD. A remote option could be considered if located within South Dakota.

REQUIRED QUALIFICATIONS

• Bachelor’s degree in health care administration, human resource management, business, nursing or related field.
• Project and grant management experience.
• Demonstrated business acumen in meeting staffing needs.
• Be self-motivated and work with minimal supervision.
• Proficient in Microsoft Office, with advanced knowledge of Excel and QuickBooks.
• Ability to travel.

PREFERRED QUALIFICATIONS

• Prior experience in non-profit organization.
• 5+ years of experience in workforce development or recruiting in a hospital or health care setting at a leadership level.
• Demonstrated experience developing partnerships and collaborating with internal and external stakeholders to produce shared outcomes and results.

Working Conditions/Physical Activities: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.
• Work in a professional office atmosphere from the SDAHO office in Sioux Falls, SD or Pierre, SD. Remote work is a possibility.
• Requires a normal range of hearing and eyesight to record, prepare and communicate reports, make presentations, view computer screen, and operate an automobile.

**Travel:** Travel to member facilities, board meetings or other locations in South Dakota as needed. Attend required HRSA conferences, meetings, technical assistance calls. Attend conferences relevant to healthcare workforce. Travel is based on member and association needs and is subject to change based on pandemic concerns and grant guidelines. Additional travel for network and national meetings or continuing education may occur.