

UW HEALTH JOB DESCRIPTION

CAREER PATHWAYS COORDINATOR

Job Code: 350038	FLSA Status: Exempt	Mgt. Approval: B. Willey	Date: October 2022
Department: Career Pathways		HR Approval: S. Whitlock	Date: October 2022

JOB SUMMARY

The Career Pathways Coordinator is responsible for designing, coordinating, teaching and facilitating health care career pathways programs and trainings that aid in building UW Health's future diverse clinical and non-clinical workforce. The incumbent should have a strong knowledge of the functions and operations of health care organizations, clinical and non-clinical staff functions and be experienced at providing education and training to a wide variety of audiences and individuals of all ages.

The incumbent in this position is responsible for the implementation of youth health care career pathways educational programs, trainings, processes and events. The position will collaborate with many UW Health departments and may receive direction from other organizational leaders.

The incumbent will be responsible for establishing relationships with operational areas within UW Health and mentoring, supervising and training individuals ranging from elementary aged children through adults.

MAJOR RESPONSIBILITIES

Leadership

- Is responsible for curriculum design for workforce development programs, both clinical and non-clinical.
- Acts as primary or team instructor / facilitator for a number of different education and training programs.
- Responsible for communication and follow up with community partners and students in education and training programs.
- Supports educational programming in partnership with community organizations that aid in growing and diversifying the emerging & future workforce.
- Participates as appropriate and presents on career pathways initiatives to the Council on Equity & Inclusion and other UW Health operational areas as requested.
- Establishes and maintains professional relationships with hiring managers, and other Human Resources staff to ensure the highest quality of education and training programs.
- Includes other members of Career Pathways or Human Resources staff in planning discussions for new programs and is able to delegate tasks as needed.

Technical Expertise/Program Development

- Creates programming and writes curriculum that engages widely varied audiences from youth to adults in exploring specific careers in health care
- Participates in the design, coordination and facilitation of UW Health's Take Our Children to Work Day Program.
- Responsible for working with the Career Pathways team to construct new content including didactic and hands-on learning and teaching in the Health Occupations and Professions Exploration (HOPE) program and related events.
- Is able to discuss educational requirements, responsibilities and professional development opportunities for a number of allied health careers.
- Tracks metrics and outcomes for programs and is able to collate information and report out on program outcomes.
- Works with the Career Pathways team to develop and inform processes for sustainable workforce creation and development.

Outreach and Education: Professional and Community Training

- Builds and maintains professional relationships and partnerships with community organizations.
- Works with the Career Pathways and Human Resources teams to create and receive feedback on curriculum or activities associated with education and training programs.
- Works with Human Resources staff as appropriate, supervisors and hiring managers to provide supervision, coaching, and assistance for interns.
- Works with Community leaders and non-profit staff to support existing education and workforce training programs for health care careers.
- Works with public school faculty and administration in developing lessons and career exploration events for school aged children.
- Works with technical college and university staff to support positive communication and processes to maximize recruitment efforts for clinical and non-clinical job titles.

Community Assessment

- Ability to research and collate health care workforce statistics from a number of sources.
- Ability to analyze workforce data and employment demographics from a number of resources including the City of Madison and the Dane County Health Department.
- Ability to critically analyze the annual Dane County Community Health Needs Assessment Report and suggest solutions, including programming, education and training for workforce and economic development.

Professional Development

UW HEALTH JOB DESCRIPTION

- Ability to research and pursue continuing education opportunities to continuously improve knowledge of health care careers, teaching theory, community needs, and workforce development opportunities and trends.
- Ability to use new technologies, including social media to creatively deliver quality educational content regarding careers in health care and workforce trends.
- Ability to network and build professional relationships in the community, schools and colleges, and the organization.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> • Bachelor's degree from an accredited institution in education, science, health care, non-profit management, project management or closely related field.
	Preferred	<ul style="list-style-type: none"> • Master's degree in education, sciences, health care or closely related field.
Work Experience	Minimum	<ul style="list-style-type: none"> • Three (3) years instructional experience, clinical health care experience, program or curriculum development, project management, scientific laboratory or other closely related experience
	Preferred	<ul style="list-style-type: none"> • Five (5) or more years, instructional experience, clinical health care experience, program or curriculum development, project management, scientific laboratory or other closely related experience. Budgeting, as well as grant management and evaluation experience.
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • Project management certification or education certification or allied health certification or license and three years of clinical work experience.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated ability to work with a diverse range of groups, professionals, agencies, community members and patients. • Strong organizational skills and ability to coordinate people and projects in a fiscally responsible manner. • Ability to work effectively as a liaison with community-based organizations and the business community. • Team-based management and leadership skills. • Ability to work independently and prioritize work. • Strong written, verbal, and lecture communication skills. • Proficient in the use of software programs such as MS Word, email, scheduling software, and data spread sheets.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input checked="" type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible

UW HEALTH JOB DESCRIPTION

	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.