
Job Title	Retention Specialist Assistant-Temporary
PVN ID	HO-1706-001875
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Continuig Education- Allied Health Caree
Status	Full Time
Annual Salary	\$32,000.00 - \$38,000.00
Hour(s) a Week	35
Closing Date	Sep 25, 2017 (Or Until Filled)

General Description

Hostos Community College's Division for Continuing Education and Workforce Development was awarded a Health Profession Opportunity Grant (HPOG) from the U.S. Department of Health and Human Services' Administration for Children and Families to operate its Allied Health Career Pipeline Program. The program will provide training for in-demand healthcare occupations to Temporary Assistance to Needy Families (TANF) recipients and other low-income individuals. Over the five-year grant period, the Program will enroll 1071 eligible New Yorkers in occupational training to become Certified Nurse Assistants, Patient Care Technicians, Health Information Technicians, Clinical Medical Assistants, Community Health Workers, and Home Health Aides. Students receive supportive services that include case management, examination preparation for the licensure, tutoring, healthcare internships, job placement and post job placement supportive assistance. In addition, students receive academic counseling and guidance on pursuing a college degree.

Other Duties

This position ends September 29th, 2017.

The Retention Specialist Assistant will ensure students receive career development tools and resources necessary for internship and employment, work with students to ensure enrollment into college, work with student facing barriers to adherence and retention in trainings, internship and employment, provide supportive services by engaging, assessing for barriers and identifying resolutions, providing career development services, including job search strategies, individual plans, conducting workshops and other related activities as needed.

Qualifications

- Ensure that students receive appropriate career development-related services
- Provide career guidance, which includes but is not limited to: resume review, job search strategies, cover letter writing, career resources both internally and externally
- Assist with events as needed including student workshops, employer and alumni events
- Provide general case management to 50+ students in order to help students overcome barriers to success during the vestibule and training periods
- Track and follow-up on referrals for services, interviews, internships, job placements
- Collect and verify employment and internship documents
- Track attendance and performance during career development training, internships and first six months of employment
- Perform other duties as assigned

Core Competencies:

- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Excellent communication and follow-up skills
- Ability to exercise independent discretion and judgment
- Ability to work in a team
- Work well under pressure
- Strong problem-solving and analytical skills

Qualifications:

- Associate's Degree and one year of experience in an employment training program
- Experience working with diverse populations in low-income neighborhoods
- Knowledge of the healthcare job market
- Strong interpersonal and communication skills
- Ability to work independently and as part of a team
- Well-organized
- Proficient in Microsoft Office
- Ability to work flexible evenings at minimum twice a week, required
- Ability to work a Saturday schedule twice a month

Position will remain open until filled.

