
Job Title	Community Health Worker Training Manager
PVN ID	LA-2108-004144
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	\$75,000.00
Hour(s) a Week	35
Closing Date	Oct 19, 2021 (Or Until Filled)

General Description

Overview of Position: Reporting to the Senior Director of Workforce Development, the Community Health Worker Training Manager oversees community health worker and related training initiatives, including the Community Health Worker for English Language Learners Program delivered in partnership with Commonpoint Queens under a Kresge Foundation grant, as well as the community health worker track of the Education Design Lab, and potentially others, if funded, such as a Community Health Worker Training initiative with the NYC Department of Small Business Services and a Community Health Worker for English Language Learners program in partnership with the Institute for Community Living and LAGCC's Center for Immigrant Education and Training proposed to the Mother Cabrini Foundation.

Duties:

- Oversee the delivery of community health worker and related training initiatives.
- Develop, implement, assess, and adjust strategies to ensure that program outcomes around enrollment, completion, learning, employment, advancement, and student and employer satisfaction are met.
- Build relationships with key employers in the sector to understand trends in labor market demand, to develop and adjust program design and curricula based on employer feedback, to develop contract opportunities with employers to train incumbent workers, to recruit instructors from industry, to offer internships to students, and to support students' transition to employment.
- Develop and launch new programs related to community health based on industry and student needs, as well as best practices for workforce development, and raise funding to support these programs through either grant-writing, market analysis for tuition-based courses, and/or direct sales to employers for contract training.
- Supervise instructors and potentially an educational case manager, dependent on grant funding available for the position.
- Maintain positive and effective collaborative relationships with internal and external stakeholders including other departments at LAGCC, other CUNY schools, industry associations, and community-based partners.
- Manage budgeting, reporting, and compliance to funders for grants and contracts and internal reporting, standards, and CUNY compliance for tuition programs.
- Engage in continuous quality improvement processes including collecting course evaluations from students

and analyzing the results, observing instructors in the classroom and lab, and conducting post-program surveys or focus groups with students and/or employers as needed. In partnership with team members and stakeholders, based on data collected, and with a focus on student needs, experiences, and outcomes, identify program areas needing improvement and recommend ways to address these areas, including participation in an annual program review.

- Develop recruitment strategies, oversee curriculum development, engage staff in continuous quality improvement, and participate in department-wide, division-wide, and college-wide initiatives as needed.

Other Duties

- Other duties as needed.

Qualifications

- Bachelor's or Associate's degree and eight years' related experience.

Preferred:

- At least five years' experience in the community health or related sectors.
- Experience developing, implementing, and assessing workforce development training and education programs.
- Stellar project and partnership management skills with a proven track record of managing collaborative projects.
- Relationships with employers and instructors in the relevant sectors.
- Experience supervising a team and supporting staff development.
- Grants management and grant-writing experience.
- Student centered, collaborative, and data driven approach to workforce development.
- Understanding of best practices for adult learning.