



Great Rivers United Way

Workforce Development Manager Job Description

Job Title: Workforce Development Manager, Great Rivers HUB

Reports to: Director, Great Rivers HUB

Organization: Great Rivers United Way

BACKGROUND & GENERAL DESCRIPTION

Great Rivers United Way is working in partnership across government, health, and nonprofit sectors to create a system of community care coordination that, among several objectives, will connect people in need with resources available, and assure at-risk populations are connected to holistic supports to improve their health. The nationally standardized Pathways Community HUB model focuses on completing pathways for high-risk individuals to reduce their risk and improve their overall health. Great Rivers HUB is the local implementation of the Pathways Community HUB model.

Great Rivers HUB functions as an administrative center for a community and region-wide network of care coordination agencies throughout identified communities who connect health and social services resources to disadvantaged populations. This model screens families for risk factors and connects them to Community Care Coordinators, such as Community Health Workers, who work for a variety of nonprofits and serve as a link to existing community resources. Great Rivers HUB additionally serves as a coordinator of a Regional CHW Network, connecting to the Wisconsin Statewide CHW Network; a CHW Core Competency Trainer; and an advocate for Statewide CHW workforce development.

A full-time, 1.0 FTE Workforce Development Manager will be responsible for partnering Statewide to manage CHW apprenticeship development and implementation through rural communities in Wisconsin. This position will work closely with the HUB Director to manage the implementation of the strategic direction of CHW workforce development in rural areas, including but not limited to the Coulee Region.

POSITION RESPONSIBILITIES

Apprenticeship and Training Development and Implementation

- Manage CHW Pathway/Apprenticeship development.
- Community Health Worker training Coordination.
- Advocates for CHW workforce development throughout Wisconsin.
- Identify CHW workforce opportunities throughout Wisconsin.
- Manage CHW career plan development.
- Provide monthly reporting on activities to HUB Director as requested.
- Participate in all local, regional, and Statewide Community Health Worker initiatives.
- Support regional and Statewide network development.

Employer & Trainer Engagement and Relationship Management

- Support to Rural Based partners looking to train CHWs.
- Maintain positive relationships with local employers or HUB Care Coordination Agencies (CCAs).
- Develop and maintain positive relationships with local employers to support expansion of CHW workforce within their organizations.
- Develop and maintain positive relationships with rural employers throughout Wisconsin to support expansion of CHW workforce with their organizations.
- Managing Employer Engagement and CHW placement at Clinical Sites.
- Work collaboratively with Urban Workforce Development Director and Wisconsin Free and Charitable Clinics.
- Collaborate with Great Rivers HUB Operations Manager to identify training gaps and needs for current employers and CHWs.
- Maintain effective communication and relationships with key community partners in government, social services, and healthcare.
- Be prepared to present on CHW workforce development and CHW roles to a multitude of stakeholders.
- Collaborate with the HUB Director and staff to identify community service gaps and CHW training needs as identified.

Great Rivers United Way Responsibilities

- Develop and maintain a thorough and nuanced understanding of Great Rivers United Way programs and initiatives.
- Represent all Great Rivers United Way partner agencies with integrity and respect.
- Attend weekly staff meetings.
- Attend GRUW related events and provide needed updates as requested by GRUW staff, Executive Director, and Board of Directors.
- Other duties as assigned.

QUALIFICATIONS

Education: Our preferred candidate would have either a Bachelor's degree in public health, human services, sociology, or related field, OR be a certified Community Health Worker.

Experience: High school diploma or general education degree (GED); associates degree or greater preferred. 2-3 years of project management or outreach activities. Outstanding written communication and presentation skills.

Knowledge: Knowledge of Community Health Workers and social determinants of health. Public health and/or human services and nonprofit management. Ideally, knowledge of workforce development processes.

Skills: Strong organizational and time management skills. Ability to work independently. Excellent program management and implementation skills. Ability to work in a

fast-paced, dynamic environment, handling multiple tasks simultaneously. Demonstrated ability to build and sustain productive relationships and work professionally and effectively with diverse individuals, groups, organizations, and communities. Intermediate computer skills in Word, Excel, and PowerPoint.

- Some regional travel will be required.
- Must be able to pass a background check.

Salary Range: \$45,000 - \$52,000 dependent on experience

Application Deadline: March 3, 2023

A letter of interest and resume are required for all applicants, and can be sent to:

Mail: GRUW-HUB Director **Email:** lpurl@gruw.org
1855 East Main Street
Onalaska, WI 54650

Great Rivers United Way is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals.