

Gateway Allied Health Coordinator

Classification: Exempt - Professional
Supervisor: Gateway Allied Health Director

Purpose of Position in Skillpoint Alliance

This position's primary purpose is to provide coordination and management of the Gateway Allied Health program.

Position Description

Under the supervision and direction of the Gateway Allied Health Director, the Gateway Allied Health Program Coordinator will coordinate and carry out the activities of the Gateway Allied Health program including community outreach, recruiting, client testing and selection, case management, job development and job placement, data management and reporting.

Responsibilities:

❖ Program Delivery:

- Recruit students for the Gateway Allied Health program through community outreach, marketing and referrals.
- Make periodic presentations to clients at the Workforce Solutions Career Center attending Worker Profile meetings conducted by center staff.
- Interview applicants to the Gateway program, gather applicant documentation, and administer Survey Form Level M of the Test of Adult Basic Education (TABE).
- Answer general inquiries about the program in a timely manner and provide information about other services that may be helpful to clients or potential clients.
- Meet with applicants selected for class; assist with completion of ACC Student application, provide bus passes and ACC temporary parking permits as required, provide campus maps and directions.
- Prepare ACC application packets, Course cards and Sponsorship letter for submission to Admissions & Records.
- Coordinate the activities for the first day of each Gateway session including preparing rosters for ACC instructor, greeting students, distribution of classroom supplies to students, contacting absentees, contacting applicants on stand-by when space available, distribution of bus passes or parking permits and requesting Student ID cards from ACC Admissions and Records office.
- Periodically meet and counsel with Gateway students as a group at the end of the class day to answer questions, respond to requests and concerns. Meet with individual students as required.
- Consult with ACC staff to address and resolve any problems of discipline, absenteeism or tardiness.
- Prepare and submit ACC withdrawal forms as required for students dropped from program.
- Schedule, recruit and coordinate employers for job fair typically conducted the third Friday of the five week Gateway class.
- Maintain database of employers, make employer contacts to develop job leads for graduating Gateway students.
- Coordinate and carry out activities of the Gateway Allied Health graduation ceremony including program preparation, invitations and notices, certificate preparation, documents for graduate packets, preparation of caps & gowns and assist with food prep and luncheon arrangements as required.
- Maintain Gateway Allied Health database including periodic design revisions, data backup, data entry, query and report design and generation.
- Assist with managing the Workforce Solutions Center reception desks as agreed to by Gateway Allied Health Director and the center Site Manager.
- Assist with general administration of the Gateway Allied Health program including but not exclusive to processing purchase orders, data-entry, placing phone calls.
- Provide and maintain documentation of all significant client and class interactions, primarily through program database, but also via email and other electronic and paper records and files; both during and as follow-up to each class.
- Assist in improving service to our primarily Spanish-speaking clients.
- Maintain and update program materials, literature and flyers.

- Perform case management activities to ensure that each participant completes appropriate levels of classes, achieves new or advanced employment, and/or seeks further education/training.
 - Attend scheduled meetings of Skillpoint Alliance staff, and collaborative community partners, as directed by Gateway Allied Health Director.
 - Act as a liaison between Gateway Allied Health Program and the local Workforce Solutions Career Centers, Texas Youth Commission's Turman House, Salvation Army, Lifeworks Bootstrap program, Austin Resource Center for the Homeless, Goodwill Industries, Travis County CORE Program and other state agencies and community-based organizations in order to recruit new students and to cross refer to those agencies services.
 - Conduct follow-up with Gateway graduates to track employment status and to provide job search assistance when required.
- ❖ Other duties as assigned

Location/Hours/Schedule

- ◆ Full-time: Exempt
- ◆ Primary work site is Skillpoint Alliance headquarters located at 201 East 2nd Street, Suite B, Austin, Texas 78701. Position may be located at one of 3 Workforce Solutions Career Centers
- ◆ 8:00am-5 pm M-F

Physical demands

- ◆ Work is both sedentary and mobile—indoors.
- ◆ Public Speaking
- ◆ In-town travel (mileage compensated).

Required Education

- ◆ High School Diploma or GED

Required Experience Skills

- ◆ Commitment to the mission and values of the organization
- ◆ Excellent verbal, written and visual communication skills
- Demonstrated experience in program coordination, case management, social work, or job development and job placement.
- Working directly with low-income, minority, former offenders, disadvantaged, at-risk, and/or underemployed adults.
- Computer proficiency: email and Internet use, file management, MS Office.
- Sensitivity to people with low socioeconomic status, minorities, and persons with different cultural backgrounds.
- Strong interpersonal skills, including techniques for positive motivation, handling difficult people, and teamwork.
- Knowledge of Austin community, job market, economic and political trends, and web/internet/computer resources.
- ◆ Bilingual English and Spanish. Proficiency in both spoken and written communications in both languages.
- ◆ Highly organized, systematic thinker and self-motivated worker requiring minimal supervision
- ◆ Ability to be flexible, persistent, and confident.

Preferred

- ◆ Experience in Health Care Workforce Development

Compensation

- ◆ Salary based on experience

Performance Expectations and Review

Performance reviews may be conducted annually, semi-annually, or quarterly, and may be used to prompt or validate pay raises as budget permits. Areas of evaluation may include but will not be limited to:

- ◆ Success in carrying out duties as required by above job description
- ◆ Initiative in taking on new responsibilities
- ◆ Willingness to work in as a strong team member
- ◆ Ability to take guidance and supervision
- ◆ Leadership