



Job Description – Health Careers Program Coordinator (HCP)

Reports To: Upstate AHEC Center Director

FLSA Classification: Full Time, Exempt

Date Revised: August 2022

Position Summary

The HCP Coordinator coordinates, develops, implements, and evaluates program and services designed to increase the number of students entering the healthcare workforce and students gaining knowledge on the importance of addressing health disparities across the Upstate.

Position Responsibilities - Essential Job Functions

- Identifies culturally diverse high school and college students who have an interest in healthcare careers.
- Facilitates programs and activities that promote student awareness and understanding of various healthcare options including Career Fairs, Career Awareness Presentations, Clinical Skills training, and Precollege Enrollment services.
- Identifies and collaborates with community partners who will enhance the AHEC and HCP mission and provide opportunities for students to learn about healthcare careers.
- Collaborates with other core service staff and the statewide HCP Council to meet Upstate AHEC's regional goals and state and federal contract goals.
- Monitor the effectiveness of HCP to ensure quality through activity and program evaluations.
- Maintains database regarding program activity and outcomes.
- Market HCP services through community partnership meetings, website updates, eblast articles, and board and stakeholder presentations.
- Travel is required throughout the Upstate. Candidate must be able to service eleven counties.
- Other tasks as assigned.

It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of Upstate AHEC, may be required to perform duties not within their job descriptions and as requested as the discretion of management of Upstate AHEC.

Position Responsibilities - Additional Job Functions

- Perform other duties as assigned and requested.

Essential Skills and Experience

Education:

- Baccalaureate degree in Education or Health-related field.

Essential Skills:

- Minimum of 2-3 years program development experience.
- Minimum of 1 year experience in an educational setting working with high school or college students.
- Outstanding oral and written communication skills

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- Expert skills in MS Office Suite and ancillary program software
- High level of organizational skills
- Ability to provide positive interaction with customers and constituents in all types of situations
- Ability to serve as a team player with staff, volunteers, healthcare professionals and others
- Excellent time management and problem-solving skills.
- Ability to take initiative and prioritize tasks.
- Ability to represent the organization with a high level of integrity and professionalism

Beneficial Skills and Experience

- Background in formal Education or Health strongly desired.
- Knowledge of Upstate, SC.

ADA Guidelines				
Physical Demands				
Stand	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		

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O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Upstate AHEC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Supervisors may assign additional functions and requirements as deemed appropriate. This document does not represent an expressed or implied contract of employment, nor does it alter your at-will employment, and the Organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the Organization may deem appropriate. Upstate AHEC is an at-will employment organization.

Print Employee Name

Employee Signature

Date Signed

Print Supervisor Name

Supervisor Signature

Date Signed

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