

## Job Description – Health Careers Program Coordinator (HCP)

**Reports To:** Upstate AHEC Center Director

**FLSA Classification:** Full Time, Exempt

**Date Revised:** September 2020

### 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 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 Learning Modules , Career Awareness Presentations, Clinical Skills training and Precollege Enrollment services.
- Identifies and collaborates with community partners who will enhance AHEC and HCP mission and provide opportunities for students to learn about healthcare careers.
- Collaborates with other core service staff to meet Upstate AHEC goals.
- Monitor the effectiveness of HCP to ensure quality through activity and program data and evaluations.
- Maintains database regarding program activity and outcomes.
- Markets HCP services through community partnership meetings, website updates, eblast articles, and board and stakeholder presentations.
- 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
- Expert skills in MS Office Suite and ancillary program software

## Job Description – Health Careers Program Coordinator (HCP)

- 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

- Masters degree preferred.
- 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				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		

