



Job Code: 7652
Grade: 21
HCWR: N

Job Title
Workforce Development Coordinator

Department
Human Resources

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Workforce Development Coordinator will support the successful implementation of Cook County health (CCH) community workforce development programs and initiatives, under direction of the Manager of Workforce Development. The Workforce Development Coordinator will function as a member of the Workforce Development team providing healthcare career exposure, professional development, and entry career pathway programming opportunities to youth, the community, and entry level staff to contribute to the development and advancement of CCH future healthcare workforce.

Typical Duties

- Identifies and develops strategic partnerships with community-based organizations and educational institutions that will support implementation, evaluation and sustainability of CCH workforce development programs.
- Conducts the evaluation efforts and report writing for effectiveness, efficiency, and compliance with grant mandates.
- Coordinates and executes onboarding for CCH contingent workforce.
- Oversees day-to-day operations of workforce development trainings, internships, and fellowships to include recruitment, enrollment, curriculum development, facilitation of relationships and learning, and offboarding.
- Facilitates working group meetings.
- Serves as the HR liaison for CCH departments to provide guidance and assistance with developing workforce initiatives.
- Coordinates workforce development outreach and activities for various assigned projects.
- Creates communications and reports for programs.
- Identifies gaps and opportunities to improve program performance.
- Prepares and submits reports in a timely matter, as requested.
- Represents CCH at community collaborative, public events and conferences. May be required to prepare and give presentations, as needed.
- Takes full accountability for the coordination plans and the implementation.
- Performs other duties as assigned.



Minimum Qualifications

- Bachelor's Degree from an accredited college or university with two (2) years of experience in project coordination in community workforce development in training, education, and employment or High School Diploma with four (4) years of experience in project coordination in community workforce development in training, education, and employment
- Two (2) years of experience in workforce development, career counseling or community outreach
- One (1) year of experience facilitating training or workshops
- Experience in program development including project management, implementation, and evaluation
- Proficiency using Microsoft Office

Preferred Qualifications

- Bachelor's degree in Public Administration, Human Services, Human Resources, Human Services Administration or a related area of study from an accredited college or university
- Knowledge of health career pathway certifications and healthcare degrees

Knowledge, Skills, Abilities and Other Characteristics

- Excellent written and verbal communication skills and experience with diverse communities and outreach
- Proficient knowledge of Microsoft Office programs
- Knowledge of program planning, development, implementation and evaluation
- Ability to plan, coordinate, and manage with strong organizational skills; cultivate key relationships/stakeholders, as well as lead and facilitate group process; and effectively work independently and as part of a multidisciplinary team
- Ability to use evidence-based or best practice strategies
- Ability to understand importance of and principles of identifying, developing and delivering messages using a variety of communication strategies, methods, and techniques
- Ability to meet firm deadlines

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.