

**MERCY NEIGHBORHOOD MINISTRIES, Inc.**  
**Cincinnati, OH 5/19**

**Position title:** Healthcare Worker Readiness Program Coordinator

**Reports to:** Education/Workforce Director

**Position Purpose:** To lead and coordinate all aspects of the Healthcare Worker Readiness Program which primarily includes recruitment, assessment and selection of students, coordination of schedule with core staff and volunteers, orientation, classroom instruction, evaluation and record keeping for the program, as well as maintaining positive relationships with graduates and hiring supervisors.

**Qualifications, Skills and Experience Required:**

- Knowledge of and commitment to the values and mission of MNM including a progressive understanding of cultural diversity and the pervasive impact of poverty
- Bachelor degree preferred, minimum of 10 years' experience in job related competencies
- Verbal and written communication skills as well as proven management, classroom instruction, coordination, and evaluation competencies
- Strong interpersonal and relational skills so to foster relationships with a variety of individuals including program participants, agency volunteers and employer partner team members
- Capacity to: coach and mentor participants to maximize student success
- Proficient in Microsoft Office: creating docs, files, spreadsheets, entering and tracking program data
- Physical, technical and mental capabilities to fulfill accountabilities

**Accountabilities and Weighting Criteria:**

1. Lead the recruitment, interview and assessment process in order to choose appropriate candidates for the HWRP and refer them to the Education and Workforce Director for acceptance. Communicate acceptance, requirements and start date to accepted students. Provide information based on assessment, make suggestions and provide referrals to internal (MNM) and external programs for applicants who are not accepted. (20)
2. Coordinate with instructors, guest speakers and Mercy Health HR staff to create the calendar to include: Health Care Core Curriculum, KeyTrain sessions, Computer Training and Workforce Professional Development. Provide orientation to the program, classroom instruction of the HCCC curriculum, learning activities and other professional development content. Organize a graduation ceremony on the last day of class. (20)
3. Review Fit and Talent outcomes as part of career planning, coaching and mentoring participants during training (10)
4. Coordinate classroom visits from hospital HR personnel to introduce students to the open positions available, how to submit an online application, expectations of hiring supervisors for each position. (10)
5. Maintain post-graduation contact with participants as part of a formal follow-up program and provide referrals to community resources for supportive services as needed. Initiative and maintain excellent communications with Mercy Health HR staff and hiring managers. Initiate and fulfill all aspects of the required 30, 60 and 90 day review between hiring hospital and employed graduate. Track employment at 6 and 12 months post hire. (20)
6. Complete all appropriate paper work, maintain professional files, enter and track data; keep office neat, clean and organized. (10)
7. Through input from all participating parties, provide comprehensive input to the Executive Director and Education/Workforce Director regarding program evaluation and suggested improvements after each training session. (10)

**Those interested in applying should direct a cover letter and resume to  
Sr. Mary Stanton via email at [mstanton@mnministries.org](mailto:mstanton@mnministries.org).  
No phone calls please.**