

Senior Workforce Manager

The Community Clinic Associate of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to community health centers that serve the Los Angeles region. Founded in 1994, CCALAC's mission is to "empower health centers to remain at the forefront of health care transformation. We forge partnerships, foster innovation, promote health equity, and advocate for the communities they serve."

CCALAC represents 66 community health center organizations that provide comprehensive primary, dental and behavioral health services throughout Los Angeles County. Health centers in Los Angeles serve 1.8 million patients annually regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community health centers.

CCALAC'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

CCALAC strives to be an anti-racist organization with a culture that is equitable, inclusive and supportive of all employees and members. Our core values of partnership, equity, innovation, integrity, and service guide us in our internal collaborations, and in our work with our members and the community. We are committed to advancing racial and social justice and health equity, and will demonstrate this commitment through our organizational culture, policies, business practices, programs and services, communication, and leadership structures.

LOCATION: Candidates must reside in one of the following Southern California counties: Los Angeles, Ventura, Santa Barbara, Kern, San Luis Obispo, Orange, Riverside, San Bernardino, San Diego and Imperial.

ANNUAL SALARY RANGE

\$ 79,245 to \$84,000

JOB SUMMARY

Reporting to the Vice President of Member Relations, the Senior Workforce Manager is responsible for the oversight, development and implementation of CCALAC's workforce programs and initiatives. The Senior Workforce Manager will supervise and lead a team of program managers and will assist member health centers with their recruitment, retention, and training strategies to ensure that they have well-trained and appropriate staff to meet the increasing workforce demands.

JOB DUTIES:

1. In partnership with Vice President of Member Relations, lead, plan, and manage CCALAC's workforce development initiatives and program-related activities.
2. Provide oversight and guidance to existing and new workforce programs and initiatives, including: Area Health Education Center (AHEC) Scholars, Allied Health Internship program, AmeriCorps Health Fellows, Collaborative for Retention, Engagement and Wellness (CREW), Family Nurse Practitioner Residency, job board, resume bank, and newsletters.

3. Represent CCALAC at local, state, and national meetings and coordinates CCALAC efforts with local, state and national organizations.
4. Collaborate with members, partners and CCALAC staff to identify issues impacting member health centers and the safety net workforce at local, state and federal levels.
5. Collaborate with CCALAC leadership to determine effective strategies for addressing these issues.
6. Maintain effective relationships with CCALAC members, funders and partners.
7. Assist with the advancement of health center endeavors promoting service excellence, leadership development, diversity, cultural humility, performance management, succession planning, and other topics as identified.
8. Provide support and direction to the Human Resources (HR) Roundtable.
9. Serve as the South Los Angeles AHEC Director. Attend all AHEC required virtual and in-person meetings and support the AHEC Advisory Board and meetings.
10. Work with external partners on the implementation of various recruitment and retention resources for use by member health centers.
11. Work with the current student or resident training capacity, placements, and needs/interests at member health centers; assist health centers in developing additional capacity based on training interests or needs.
12. Conduct surveys of member health centers to obtain data on the current training, internships, and rotations of health-profession students and residents; explore areas for further development in the training of health professionals.
13. Provide training, technical assistance, and support to health center staff hosting students or residents.
14. Support sustainability workforce initiatives and increase services and programs to meet health center workforce needs.
15. Oversee data collection of workforce operational measurements; recommend and integrate improvement strategies based on findings and prepare program reports.

OPERATIONS/MANAGEMENT:

1. Participates as a member of the management team to strengthen and support the programmatic, financial and operational goals of CCALAC.
2. Supervises Workforce Program Manager, AmeriCorps Program Manager, and Workforce Recruitment Program Manager as well as any consultants to the program.
3. Performs supervisory duties related to interviewing and hiring staff, recommending termination, managing performance, counseling and providing training and development opportunities to employees.
4. Oversees implementation of grants, submits reports to funders as required, manages program budgets; assists with grant writing as needed.
5. Participates in Association events and represents the Association as requested.
6. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in a work-related discipline/field from an accredited college or university. An advanced degree in a related field such as public health, health administration, business administration, is preferred.

2. A minimum of two (2) years supervisory experience.
3. Experience in developing and implementing trainings and training materials.
4. Must exhibit a passion for workforce development in the field of primary health care.
5. Must have at least 4 years of experience leading workgroups with multiple stakeholders and the ability to foster effective working relationships and build consensus.
6. A minimum of three years' experience in supervisor or team leader role preferred.
7. Experience working in a community health center or nonprofit healthcare setting preferred.
8. Skilled at developing and managing a budget.
9. Excellent creative thinking, problem-solving, and trouble-shooting skills.
10. Ability to maintain confidential information.
11. Attention to detail.
12. Strong skills with Excel, and Microsoft Office Suite required.
13. Ability to work as part of a team as well as independently with minimal supervision.
14. Detail oriented; ability to strategize and solve complex problems and work under pressure.
15. Able to manage and organize competing projects and priorities.
16. Understands the role that racial inequity plays in our society and its impact on access to health care.
17. Able to utilize a racial equity approach within a service, program or team.
18. Ability to work well with others and across differences, including race, gender, functional silos, levels, etc.
19. Listens actively and hears and acts on feedback related to identity and equity with humility.
20. Understands how the dynamics related to race, gender, and sexual orientation impact organizational culture, and is committed to change and culture building with an equity lens
21. Strong sense of accountability to community.

PERKS & BENEFITS

1. Flexible Work Schedules
2. Medical, Dental & Vision Coverage
3. 401(k) Plan with employer match
4. Employee Assistance Plan
5. Group Term Life Insurance
6. Flexible Spending Account
7. Aflac Supplemental Plans
8. Annual Personal Development Funds

If you are interested in applying for this position, please submit cover letter and resume to humanresources@ccalac.org