

Workforce Recruitment & Retention Coordinator

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 63 member organizations serve over 1.4 million patients each year, regardless of ability to pay. These organizations include private, non-profit, 330-designated federally qualified health centers (FQHCs), FQHC Look-Alikes, free and community clinics.

JOB SUMMARY

Reporting to the Director of Member Programs, the Workforce Recruitment & Retention Coordinator oversees the implementation and operation of CCALAC's Workforce recruitment and retention activities. This position supports Member clinics with their recruitment, retention, and training strategies to ensure that they have well-trained and appropriate staff to meet increasing workforce demands.

JOB DUTIES:

1. Works with the Director of Member Programs to develop and implement workforce strategies for the Association.
2. Strengthen the Recruitment efforts of CCALAC and member clinics.
3. Develop new tools, training and resources to strengthen member clinics recruitment strategies.
4. Provide support, facilitation and direction to the Human Resources (HR) Roundtable.
5. Survey CCALAC's Members on human resource/workforce issues and training needs; establish baseline data on the current training, internships, and rotations of health-profession students and residents.
6. Work with external partners on the implementation of various recruitment and retention resources for use by Member clinics.
7. Collaborates with CCALAC staff to ensure coordination of resources and programs across issue areas.
8. In collaboration with CCALAC's Training Coordinator, provides educational resources and conducts teaching/training sessions, as needed.
9. Work with the Training Coordinator to assist with the advancement of clinic endeavors promoting service excellence, leadership development, diversity and cultural competency, performance management, succession planning, and other topics as identified.
10. Assess current student/resident training capacity, placements, and needs/interests at Member clinics; assist clinics in developing additional capacity based on training interests/needs.
11. Outreach to health-profession training institutions based on clinic interest in developing partnerships and providing placements/rotations for students/residents.
12. Provide presentations to students of health professions and residents.
13. Develop a training curriculum for individuals interested in hosting students/residents at clinics.
14. Provide training, technical assistance, and support to clinic staff hosting students/residents.

15. Collect data, maintain documentation, and prepare program reports.
16. Submit regular program reports, as well as quarterly performance measures.
17. Strengthen Member engagement in the workforce programs.
18. Research and develop additional opportunities for pipeline and volunteer programming.
19. Assist with surveying CCALAC member clinics on pipeline and volunteer issues and training needs.
20. Assist with the development and implementation of a Volunteer Program Toolkit for use by member clinics.
21. Support the research and development of grants to support workforce projects.
22. 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 e.g. public health, health administration, business administration, is desirable.
2. A minimum of two (2) years of progressively responsible and directly related work experience.
3. Must exhibit a passion for workforce development in the field of primary health care.
4. Experience working in a community clinic and/or nonprofit healthcare, education, or workforce development setting.
5. Demonstrated ability to effectively manage time, interpersonal relationships, resources and information.
6. Excellent oral and written communication skills in English; bilingual fluency in Spanish preferred.
7. Experience in the development of correspondence, collateral material, newsletters, manuals, presentations, and publications is preferred.
8. Familiarity with social media, blogs, and digital media (Vimeo/YouTube).
9. Ability to maintain confidential information.
10. Attention to detail.
11. Ability to work as part of a team as well as independently with minimal supervision.
12. Develop and maintain effective working relationships with co-workers.
13. Strong reading comprehension, oral and written skills required.
14. Strong skills with Excel, & MS Office Suite required.
15. Experience with Marketing Cloud, Exact Target and other marketing and social media tools strongly desired.

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