JOB TITLE: Director, Healthcare Workforce (Full-time, exempt position)

RESPONSIBLE TO: President & CEO

SUPERVISES: Healthcare Workforce Coordinator

POSITION SUMMARY: This position will champion the efforts of the HAH Healthcare Workforce Initiative (HWI) by building and maintaining collaborative, productive relationships with the HWI Steering Committee and Workgroup Members, HAH membership, the broader healthcare and educational communities, and other key stakeholders statewide. Has primary responsibility for performing advanced professional and managerial work planning, organizing, directing, and coordinating activities related to the Healthcare Workforce Initiative of the association; responsible for continuous information-gathering on educational/training/certification programs, clinical placement, and stakeholder outreach; and develops and conducts a statewide survey of healthcare workforce needs in Hawaii every two years.

ESSENTIAL FUNCTIONS:

- Directs, plans, and coordinates HAH’s efforts related to healthcare workforce development.
- Leads and participates in further development and execution of the identified HWI workstreams to support member workforce needs.
- Works with staff and consultants, HAH membership, various boards, governmental agencies, Department of Education and high school academies, Department of Health, community colleges and higher educational institutions, employers, Chamber of Commerce Hawaii, health plans, federally qualified health centers, employers, the business community, and providers and partners to facilitate the HWI efforts.
- Evaluates and builds on the initial HWI survey to assess suitability and the need for changes. Develops, distributes, collects and analyzes data for the workforce needs survey on a bi-annual (every 2 years) basis. Prepares bi-annual report of findings and results.
- Oversees and participates in grant and other funding development and administration, budget development, procurement, and related fiscal monitoring and reporting in coordination with HAH CFO.

ADDITIONAL JOB DUTIES

- Performs other duties as assigned.
EDUCATION AND EXPERIENCE:

- Graduation from college or university with a Master’s degree (degree may be in healthcare, human services, public administration, or another related field preferred).
- Ideal candidate has 8-10 years of experience including responsibility for program development and implementation, program management, and program evaluation; experience in working with internal and external stakeholders; facilitation experience.
- Work experience with a healthcare organization(s), such as a provider (hospital, post-acute, clinic, health system, etc.), health plan, or public health entity.
- Successful history of writing and filing grant and funding requests preferred.
- Experience in training and workforce development optional.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Possesses strong communication, networking, collaboration, public speaking, writing, and interpersonal skills.
- Interacts professionally and courteously with other employees, members, and community partners, and maintains positive relationships.
- Extremely comfortable and competent in speaking and presenting to executive-level leaders, legislators, and C-suite/administrators, as well as facilitating focus groups and leading meetings and discussions with stakeholders and all levels of employees.
- Must enjoy working with people and serving in a highly visible position as the association’s primary representative for the HWI.
- Performs high quality, professional, and thorough work within deadlines, with or without direct supervision.
- Directs, coordinates, and supervises the activities of direct report personnel, including performance management and evaluation.
- Works with a sense of urgency.
- Knowledge of the physical, economic, and social characteristics of Hawaii’s healthcare landscape and workforce.
- Has considerable experience and strong ability to manage complex projects across systems and stakeholder groups; strong organizational skills.
- Must be flexible, adaptable, approachable, and team-oriented.
- Ability to analyze, summarize and report on workforce data.
- Proficient in Microsoft Office 365, particularly MS Excel, Word and PowerPoint.
- Valid driver’s license required.
- Ability to travel within and outside the state of Hawaii.

PHYSICAL AND MENTAL REQUIREMENTS

With or without reasonable accommodation(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing,
walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), working on the computer for hours at a time, seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making.

Travel outside of Hawaii for educational purposes may be required. Must be able to tolerate sitting for extended periods of time and lift and carry luggage. Driving or riding in an automobile to and from meetings may be necessary to conduct association business.