

About Southwestern Colorado Area Health Education Center (SWCAHEC)

SWCAHEC is one of six regional centers within the Colorado AHEC System. Serving 8 counties in Southwestern Colorado, SWCAHEC promotes academic community partnerships in five main areas of focus: 1) developing pathways for students into healthcare professions; 2) creating and delivering interprofessional education and training; 3) addressing the healthcare needs of rural and underserved areas and populations; 4) working with providers to facilitate and support practice transformation, distribution, and diversity; and 5) offering specialized community-based training.

Overview of the Community Health Programs Associate Role

As a member of the SWCAHEC staff located in Durango, CO, the Community Health Programs Associate (CHPA) will help develop and implement current grants and contracts related to entry level health careers, health professions educational support, and community health education in SW Colorado. This role requires the ability to: organize and implement multiple programs and projects at one time; feel comfortable providing outreach in the community for various projects; provide instruction for high school and non-traditional students related to entry level health careers; coordinate housing and instruction for health professions students; and help to facilitate community meetings.

The Community Health Programs Associate will preferably live in the Four Corners region and be willing and able to travel independently throughout the assigned region when required for programming. This position may require some evening and weekend events. **Due to COVID-19, in-person meetings are limited at this time.*

Details: This is a part-time 20 hours/ week, exempt position and is supervised by the Executive Director. Professional development budget is included. Partial medical benefits provided. Salary ranges from \$20,800- \$26,000 based on experience.

Essential Duties, Functions and Responsibilities:

- Work as a member of the SWCAHEC team to develop the organization as a resource to support and facilitate transformation of healthcare in the SWCAHEC region;
- Develop partnerships with community members and healthcare providers to coordinate and enrich educational experiences for pre-health and health professions students including coordinating housing for regional clinical rotations;
- Plan, coordinate, and facilitate shared learning collaboratives, focus groups, or other community meetings that are consistent with the needs of students, the healthcare industry, and community members and that achieve aims and program goals and deliverables;
- Collaborate with community partners in the implementation of multiple projects including a HRSA Rural Opioid grant and other community programs to meet deliverables and timelines;
- Document and report on program goals and deliverables and maintain report deadlines;
- Attend weekly Team Meetings and supervisory meetings.
- Participate in relevant activities within the Host Organization.
- CHPA will perform related work as required or assigned by supervisor.

This position description is not intended to be an all-inclusive list of all duties, responsibilities, or qualifications associated with this position. Date Revised: February 2021

- Must be able to meet the qualifications, as set forth, of this position at all times, including occasional travel or attendance at evening meetings or events; must have reliable transportation (travel costs reimbursed per employee handbook);
- This position requires work as part of a team-based model and therefore, some of the work should be completed at the SWCAHEC office. Working from home may be pre-approved by the supervisor per the employee handbook.

Qualifications:

Education and Experience Requirements

- Bachelor’s degree in a healthcare field, public health, education, or an equivalent combination of education and related work experience
- Previous work experience with diverse communities and with multi-disciplinary and multi-cultural partnerships
- Experience working as both part of a team and independently

Knowledge, Skills, and Abilities-

- Passion for promoting the health of communities in Southwest Colorado
- Flexibility and an ability to anticipate needs and priorities
- Ability to work with confidential and sensitive information.
- Excellent oral and written communication skills
- Professional interpersonal skills
- Strong demonstrated critical thinking, organizing and problem-solving skills
- Ability to manage competing priorities, to troubleshoot and prioritize projects, meet deadlines, and manage workflow and workload
- Computer proficiency in Office365 (Outlook, Word, Excel, and Power Point) and fluent navigation of the internet required

Licenses/Certifications:

Valid driver’s license, current automobile insurance, and reliable transportation.

Physical Demands:

Primarily sedentary work with occasional standing, walking, lifting, moving, and traveling to other departments or work sites. Requires ability to use hands, fingers and arms for keyboarding, filing, telephone work, and operating office equipment greater than 75% of the time. Requires ability to push, pull, move and/or lift 10-20 lbs 0-25% of the time. Also requires:

1. Driving to offsite events, meetings, provider offices
2. Working in a standard on-site business office environment
3. Regular use of PC equipment including keyboard, mouse, and printer
4. Frequent use of telephone and conference equipment
5. Frequent use of printer, copiers and other office equipment
6. Occasionally needs to work during scheduled off-hours (e.g. holidays, weekends, and evenings) to meet project commitments.

Visual/Hearing Requirements:

Requires adequate hearing to receive detailed oral information over the phone and in-person. Requires ability to convey detailed spoken information to internal and external customers individually and in groups, both over the telephone and in-person. Requires adequate visual acuity to use a computer screen and read written documents.

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Environmental Conditions:

Normal office environment. Team-based and worksite wellness atmosphere.

Equal Employment Opportunity Policy:

SWCAHEC is an equal opportunity employer and prohibit unlawful discrimination against applicants or employees on the basis of race, religion, sex, gender identity, color, creed, national origin, citizenship, ancestry, age, genetic information, physical or mental disability, veteran status, political ideology, marital status, pregnancy or maternity, or any other status protected by applicable state or local law. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, layoff or termination, working conditions, wages and salary administration, and employee benefits.

SWCAHEC values equity and diversity; candidates who are people of color are encouraged to apply.

Location:

SWCAHEC is at 701 Camino del Rio, Suite 320 Durango, CO 81301. The Community Health Programs Associate will work both on and off site based on program needs. ** SWCAHEC's offices are currently closed due to COVID-19 and all staff work remotely.*

Application Process:

To apply please submit a resume and a cover letter explaining your interest and qualifications to Kate Hartzell at kate.hartzell@swcahec.org. Please include "SWCAHEC Community Health Programs Associate" in the subject line. Review of resumes will continue until the position is filled.