

Posted November 8, 2023

Job Title: Community Health Worker Instructor/Program Coordinator

Location: Richmond, VA

Company/Institution: Virginia Health Workforce Development Authority

Reports To: Director of Virginia AHEC and Programs

Job Summary:

The Community Health Worker (CHW) Instructor/Program Coordinator is responsible for providing instructional and programmatic oversight for the CHW program. Drawing from their direct experience as a Community Health Worker, they will drive course development, provide training, and coordinate activities to ensure program success and positive student outcomes.

Key Responsibilities:

1. Instructional Duties:

- Develop and update curriculum based on current best practices in community health and feedback from students and stakeholders.
- Lead classroom instruction, ensuring students grasp the core competencies.
- Evaluate student performance and provide feedback for improvement.
- Maintain a positive, interactive, and inclusive learning environment.
- Stay updated on the latest advancements and changes in the community health field and adjust course content accordingly.

2. Program Coordination:

- Collaborate with internal and external stakeholders to ensure program alignment with community needs.
- Schedule classes based on regional needs.
- Liaise with community organizations for clinical training/shadowing opportunities and job placements for graduates.
- Monitor and report on program metrics, such as student enrollment, graduation rates, and job placement.

3. Outreach and Advocacy:

- Promote the CHW program to potential students, partners, and the wider community.
- Represent the CHW program at community events, conferences, and meetings.

4. Professional Development:

- Attend workshops, trainings, and conferences relevant to community health and education.
- Participate in peer networks to share and gather insights and best practices.
- Mentor new instructors or adjunct faculty as needed.

Minimum Qualifications:

- Certified as a Community Health Worker; prior experience as a CHW is essential.
- Experience in teaching, training, facilitating, or mentoring roles.
- Strong organizational and coordination skills.
- Excellent verbal and written communication skills.
- Proficiency with digital tools, including learning management systems and Microsoft Office.

Preferred Qualifications:

- Associate's or Bachelor's degree in public health, health education, social work, or related field.
- Experience in program coordination or administration.
- Bilingual or multilingual abilities.

Working Conditions:

- 40/hours week
- At least 3 days a week in office for the first 2 months
- Occasional field visits to sites around Virginia
- Flexibility for evening or weekend classes as necessary
- Travel to local community events, conferences, and meetings

Salary and Benefits:

- \$42,000 - \$46,000
- VHWDA provides a comprehensive benefits package, including health, dental, and vision insurance and a participatory retirement plan.

Application Instructions:

Interested candidates are invited to submit their resume with contact details of three professional references to employment@vhwda.org. A cover letter is optional.

Virginia Health Workforce Development Authority is an equal-opportunity employer and values diversity. All employment decisions are based on qualifications, merit, and business need.