

Job Title: Health Professions Program Specialist
Classification: Exempt
Reports to: Director of Programs
Supervises: N/A

To apply, email a cover letter and resume to Lisa Pendarvis at lpendarvis@okpca.org.

The Oklahoma Primary Care Association (OKPCA) is a membership association that partners with community health centers, safety-net providers, and the patients they serve to strengthen and simplify healthcare access for underserved communities. We are a dynamic and team-oriented 501(c)(3) that provides training and technical assistance (T/TA) to help safety-net clinics improve programmatic, clinical, and financial performance and operations across Oklahoma.

SUMMARY

The Health Professions Program Specialist supports OKPCA's workforce development activities that advance the recruitment, education, training, retention, and preparedness of health professionals and board members within Oklahoma's federally qualified health centers (FQHCs).

A primary intent of this role is promotion of action plans to launch the Health Professions Education and Training (HP-ET) initiative. The HP-ET Initiative will enhance health centers' ability to recruit, develop, and retain their workforce by exposing health and allied health professional students to training programs within FQHCs. An ultimate outcome of this work is that existing health-provider shortage gaps will be bridged, and medically underserved communities will be better served by bridging those gaps.

The Health Professions Program Specialist shares best practice support with health centers' through a variety of projects, activities, and tasks. Programmatic areas include, but are not exclusive to the following:

- Health Professions Education and Training (HP-ET) Initiative
- Comprehensive workforce plans
- Convergence of role-specific curricula for onboarding and continuing education
- Systematic surveying of project readiness, job vacancies, FQHC services, and training needs, followed by analysis and actions to address emerging feedback
- Emergency preparedness and business continuity communications

The position will report to the Director of Programs and will also receive operational insight from the Director of Behavioral Health, Workforce, and Special Populations. This position is based in Oklahoma, with the ability to work both remotely and in our Oklahoma City office location.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Distribute the Readiness to Teach Assessment Tool (RTAT) to all health centers in Oklahoma, with the goal of at least a 50% completion rate within the first six months, continuing to collect additional health center responses following the initial six-month period.
2. Develop and deploy a survey to assess health centers' staff/board vacancies, clinical/social services, training needs, and other relevant factors.
3. Identify and analyze key factors, overarching patterns, and structural/system barriers preventing health centers from progressing through levels of readiness for the HP-ET initiative
4. Increase health centers' capacity to implement various workforce initiatives through targeted training and technical assistance. T/TA is based on feedback and analyzes identified within the RTAT and other workforce-related assessments, surveys, and evaluations.
5. Provide T/TA towards Increasing the number of centers with comprehensive workforce plans.
6. Leverage learning management systems (LMS) and other relevant content to deploy role-specific curricula packages to support health center staff and board education.
7. Proactively facilitate health centers' access to policy/procedure templates, resources, and T/TA related to emergency preparedness and business continuity during disasters or public health emergencies.
8. Promote and disseminate evidence-based models or promising practices that support workforce goals, with an emphasis on HP-ET initiative goals as well as health center preceptor recognition and incentive programs.
9. Establish strategic partnerships with institutions of higher learning to recruit and retain students from rural and underserved communities who have a strong desire to pursue a career working in a health center. Emphasis is placed on partnerships with graduate-level health programs (e.g. colleges of medicine, dentistry, nursing, and social work).
10. Advance relationships with key stakeholders (e.g., federal, state, local and national organizations) to implement, advance, and sustain workforce Initiatives.
11. Assemble group (e.g., roundtables, learning collaboratives) and individual discussions on workforce concerns, with an emphasis on academic-community partnership conversations to support HP-ET across multiple disciplines and education levels.
12. Work closely with all OKPCA staff to assure HP-ET, RTAT and related workforce activities complement and leverage OKPCA's existing goals, agreements, and shared objectives with relevant stakeholders (federal/state/community).
13. Coordinate the collection, analysis, and summary of project deliverables and results, ensuring the accuracy and timeliness of required reports.
14. Assist ad hoc on projects and events; fulfill other duties as assigned

GENERAL DUTIES

- Participate in staff development as required to perform job requirements.
- Become completely familiar with policy and procedures, operating guidelines, organizational structure, and program specific terminology; exercises judgement within defined procedures and practices to determine appropriate action.
- Provide required technical assistance to health centers to meet outcome and reporting requirements within defined timeframes for assigned projects.
- Evaluate T/TA regularly, assessing quantitative and qualitative insights associated with objective achievement, learning gains, and post-T/TA behavior change.
- Work collaboratively with both internal staff and external organizations.
- Travel to in-state member sites or out-of-state conferences/meetings as required.
- Exercise prudent judgment and confidentiality regarding association, member, and client information

QUALIFICATIONS

- Bachelor's degree (Master's preferred) in an appropriate field (public health, health administration, or another health-related field)
- Two or more years of demonstrated skills and background in workforce development and planning, preferably in a health-related setting
- Above average interpersonal, verbal, and written communication skills. Strong presentation, training, and facilitation skills are essential.
- Demonstrated ability to build and sustain effective physician/executive-level relationships
- Highly detail-oriented with excellent time and project management skills.
- High degree of independence, flexibility, initiative, and commitment.
- Ability to work collaboratively with internal and external stakeholders, including diverse populations, with demonstrated awareness and value of cultural competence.
- Dependable transportation with current auto insurance and valid driver's license.
- Proficiency with Microsoft Office
- Interest in and knowledge of community health care and primary care; FQHC experience is highly desired.
- Experience delivering information via a broad range of instructional methods (e.g. in-person guidance, webinars, online learning platforms, blended learning, video, and/or curriculum packaging).

WORK ENVIRONMENT

OKPCA is a team-oriented organization – a group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a positive dynamic, and a passion for advancing the cause of community health centers are equally critical components of the work environment.

As subject matter experts, employees are expected to communicate and collaborate with colleagues, OKPCA members, and other target audiences to actualize the vision of the organization.

The Health Professions Program Specialist is generally responsible for his/her own work but may occasionally be asked to lead the work of a group. The group may include people above the position's grade level. The role does not have supervisory authority. The person in this role receives moderate supervision with latitude to make decisions to achieve defined goals. He/she proposes methods on delegated assignments and resolves a range of issues in creative ways. Consultation and partnership with the director(s) to set objectives and pursue complex projects is expected.

The position is eligible for a telecommuting/remote worksite arrangement. Duties are typically performed within both in-office (remote and/or OKPCA office) and health center settings. Prudent regard is given with respect to public health and emergency considerations. This position may occasionally require evening and weekend hours.

In-state and out-of-state travel is required for this position. Must possess valid Oklahoma driver license and provide proof of insurance. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OKPCA policy.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit behind a desk and use a computer, talk, hear, and be able to operate general office equipment. This position requires the ability to lift files and equipment such as laptops, flip charts/stands, projectors, and meeting materials such as handouts and binders.

STATEMENT OF PRACTICES

OKPCA is a smoke free, drug free workplace. We are an equal opportunity employer. We do not discriminate based on race, religion, color, gender, age, sexual orientation, national origin, or disability. OKPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do. OKPCA promotes diversity and inclusion in our workplace by engaging with diverse communities.

