

Employer: Mid-Carolina Area Health Education Consortium
Job Title: Health Careers Coordinator
Location: Lancaster, SC
<http://www.midcarolinaahec.org/>

Description

Under occasional supervision, the Health Careers Coordinator develops, coordinates, and implements an effective program to provide minority and disadvantaged students with the resources and support necessary to pursue careers in healthcare and ultimately to increase the number of minority health professionals practicing in South Carolina. Performs related professional work as required. Reports to Director of Mid-Carolina Area Health Education Consortium (AHEC) in Lancaster, SC. Position covers an 11-county service area: Aiken, Cherokee, Chester, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Richland, Union, and York. This position will specifically target rural and underserved communities.

Essential Job Functions

- Plans, coordinates, and oversees the implementation of the Health Careers Program activities, ensuring program compliance with all applicable policies, procedures, laws, and regulations.
- Recruits students to participate in program activities; recruits and develops cooperative working relationships with related organizations, agencies and other groups.
- Develops, organizes and facilitates opportunities at the middle school, high school, and undergraduate college level for minority and disadvantaged students to learn more about careers in health care; plans and coordinates the activities via WebEx, online modules, and other educational resources available.
- Provides students with opportunities and experiences to enhance their personal, academic, and professional development, including shadowing and internship opportunities, career counseling, summer enrichment programs, and online interactive activities.
- Provides students with college admissions, financial aid information, college tour opportunities, and SAT/MCAT opportunities.
- Provides CPR/vital measurements and blood pressure training opportunities.
- Compiles, tracks, and evaluates data pertaining to minority students entering the health care field.
- Promotes the Health Careers Program to the public, including all schools in the 11-county region.
- Receives and responds to inquiries, requests for assistance, and complaints regarding programs and activities from students, health professionals, and others.
- Attends and participates in AHEC staff meetings and Council meetings; represents AHEC to various groups that address health care needs in South Carolina.
- Position hours are 7:00am-5:00pm, Monday-Thursday.
- Performs other duties as assigned.

Education, Experience, and Certification Requirements

- Requires a Bachelor's degree in education, nursing, health/social sciences, or public health or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Must possess valid state driver's license.
- Must have current CPR certification or obtain within 90 days of hire date.
- Superior communication skills (*in-person, email, phone, providing status reports, updates, strong writing skills, proficiency with online/web-based meetings*).
- Great problem-solving skills and ability to complete tasks while learning.
- Reliable, self-motivated, focused, positive attitude, proactive and solution-oriented problem solver, able to adapt to changes in priorities, structures, tasks and goals.
- Strong record-keeping and document management skills.
- Proficient computer skills in Office 365 (Microsoft Word, PowerPoint, Excel).

Compensation: \$40,000 - \$60,000, dependent on experience

100% Health insurance and 50% on dependents

Dental insurance

Retirement plan with 3% match

Life insurance 2 ½ times salary

Paid vacation and sick time

Application Instructions: A current resume should be sent to
Mid-Carolina AHEC

Attn: Center Director

PO Box 2049

Lancaster, SC 29721-2049

Or

mcahecjobs@umrhn.org

No phone calls, please.

Review will begin June 1, 2022 and continue until the position is filled.