

## **ADULT EDUCATION HEALTH CARE PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves the responsibility of seeking funding sources for health care training and coordinating the efforts of services provided by the Adult Education Department and the Health Occupation Department within the Career and Technical Center at BOCES. The responsibilities include case management, counseling, job preparation and job finding services. The work involves the responsibility of providing professional vocational guidance services to individuals seeking or expanding a career in the health professions and collaborating such services with participating health care providers. An incumbent is responsible for helping students make career decisions by evaluating the client's education, training, work history, interests, skills, and personal traits, and arranging for aptitude and achievement tests. They also work with individuals to develop job search skills and assist clients in locating and applying for jobs. The work is performed under the general supervision of the Assistant Director of Adult Services with wide leeway allowed for using independent judgement in carrying out the details of the work. Supervision is not normally a function of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates activities for all health care grants and other related grants approved through the New York State Department of Education, Department of Health and Department of Labor for vocational training;

Coordinates the admissions process of adult services in cooperation with the Adult Education and Health Occupations programs;

Advises students of program, employment and grant opportunities during the admissions process and arranges for the assessment/testing/screening of proposed students as required by various programs and funding;

Researches new funding opportunities for training (including private providers) and writes and submits grant proposals accordingly;

Coordinates grant funding searches to be submitted in partnership with health care institutions;

Networks with other health care agencies in order to provide opportunities for all potential health care students;

Coordinates the referral of students for training, adult education, or other services in a case management approach;

Communicates regularly on the status of students enrolled in program and students in the admissions process, as well as students on wait lists with Administration;

Assists all incoming and current students with financial aide needs and coordinates with funding agencies while students in program;

Acts as a liaison between BOCES and Health Care and other institutions that contract for training and testing;

Refers students to appropriate agencies if assistance is needed, for example substance addiction counseling;

Maintains accurate student records for internally and externally-funded programs for the purpose of New York State Department of Health, Labor and Education audits;

Collects and analyzes statistical data related to program outcomes and reports them as required by funding agencies and internal reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and concepts utilized in the health education field; good knowledge of available community agencies and resources in the health field; good knowledge of techniques utilized in counseling; working knowledge of funding sources, researching and writing grant proposals; working knowledge of interviewing and assessment techniques; ability to organize and manage projects; ability to coordinate the activities of others; ability to express oneself clearly both orally and in writing; ability to prepare written material; ability to establish and maintain working relationships with others; initiative, tact, poise, courtesy; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university with a Bachelor's Degree in Health Administration, Human Services, Psychology or closely related health care field and two (2) years of experience in a health services counseling or case management field *or* in career and employment counseling of clients; **OR**
- B. Successful completion of eighteen (18) credit hours in Health Administration, Human Services, Psychology or closely related health care field offered by a technical training institute, college or a corporate training program and five (5) years of experience in a health services counseling or case management field *or* in career and employment counseling of clients; **OR**
- C. An equivalent combination of training and experience as indicated above.