

Health Workforce Coordinator

Roles and Responsibilities:

This position requires a highly motivated individual to complete the following:

- Review workforce incentive program applications for completion and secure additional information as needed.
- Provide assistance to the Virginia State Loan Repayment Programs, National Interest Waiver Program, Nursing Scholarship Programs, Behavioral Health Loan Repayment, Nursing Preceptorship and Conrad-30 as needed.
- Submit application packets for final administrative approvals.
- Assist with the coordination and implementation of all workforce incentive programs.
- Conduct extensive communication via phone, email and mail to external parties (workforce recipients, attorneys, employers, practice sites and other stakeholders as required).
- Conduct research on files and service obligations for workforce incentive program recipients.
- Work closely with supervisor to implement/troubleshoot/provide technical assistance for database system.
- Provide notification to recipients of award status, updates, approvals, and relevant information etc.
- Maintain accurate records and data entry for applicants and recipients in the workforce database and files, to include advanced database management.
- Information management: archive records, audit records, contracts, coordinate with OFM and OHE staff responses to variances, exemptions, defaults and contested cases etc.
- Create and update program contact list, procedures and fact sheets.
- Generate reports for workforce programs, grants, constituents and management.
- Requesting, reviewing and filing verification of employment for all workforce incentive programs recipients.
- Generate letters and memos to participants and VDH administration; coordinate internal and external correspondence, or documents.
- Possible travel if needed.

Health Workforce Coordinator

Qualifications:

- A college degree preferred.
- Expert skills and experience with word processing, spreadsheet, and email/Internet software and database management abilities are required.
- Should have strong oral and written communication skills.
- Should have strong interpersonal skills and demonstrated ability to establish effective working relationships with culturally diverse individuals and groups.
- Must be able to multi-task and be responsive and able to adapt to changing priorities and needs.
- Experience working with healthcare professionals, faculty, employers, students, hospital administrators and community stakeholders preferred.
- Should demonstrate critical thinking skills.
- Must demonstrate the ability to work within a complex data base conducting searches and entering data.

Special Requirements:

- A background check including criminal history will be conducted.
- *This position may require some evening or weekend work and less than 10% travel.

This is a temporary contract position, supervised by the Statewide Health Workforce Manager, who provides oversight and guidance. This position is full-time, 40 hours per week, and pays an hourly rate up to \$26.00. The physical location of this position is located at the Virginia Department of Health, Madison Building at 109 Governor Street, Richmond, Virginia 23219.

Interested candidates should send a cover letter and resume to Liz Garrison at l.garrison@vdh.virginia.gov with the subject line "Health Workforce Coordinator, Division of PC&RH".