

DESERT COMMUNITY COLLEGE DISTRICT

PROJECT MANAGER, STRONG WORKFORCE INITIATIVES

BASIC FUNCTION

Under the direction of the Dean, Health Sciences and Education, provide college-wide leadership in managing regional and local Strong Workforce projects in health, be a liaison to the community and other organizations, act as the Clinical Placement Coordinator under Project 03 as well as assist in the development and application of future projects.

REPRESENTATIVE DUTIES

The duties listed below are representative of the essential functions of the position.

1. Coordinate college local and regional Strong Workforce program initiatives, working with the regional Deputy Sector Navigator of Health, Dean of Health Sciences and Education, DSN Supervisor of Record and Regional Consortium.
2. Manage local and regional Strong Workforce initiatives and projects, including budget, objectives and outcome metric achievements.
3. Leverage industry and market data to connect students to completing CTE programs to jobs and careers as outlined in the Vision for Success.
4. Provide oversight of the day-to-day project management Strong Workforce funds and execution of the approved funded projects.
5. Serve as the local and regional liaison and coordinate outreach efforts with required partners, business and industry, and participating Community Colleges.
6. Facilitate and coordinate efforts among partner colleges to achieve the mission, goals and objectives of assigned projects.
7. Leverage available regional resources to improve the success of local workforce investment areas.
8. Develop plans for integrating current and proposed CTE and Strong Workforce initiatives to promote achievement of Outcome Metrics.
9. Identify opportunities to sustain and scale the project (s) through additional funds and grants, etc.
10. Coordinate and manage the delivery and operation of new clinical faculty orientation, professional development seminars, training events, testing services, certification events, scheduled activities and advisory meetings.
11. Assist with regional project outreach efforts and ensure the project maintains a focus on reaching economically disadvantaged populations and other under-served populations.
12. Support District Planning and outcome assessment efforts, including Education Master Plan and learning outcomes.
13. Develop policies, procedures, record keeping requirements that ensure compliance with all grant guidelines, Federal and State regulations, and COD policies and procedures.
14. Research, collect, compile, tabulate and/or analyze and assist participating Community Colleges in preparing computerized reports, spreadsheets and manuals pertinent to Strong Workforce Projects.
15. Ensure that evaluation systems are in place related to the goals and objectives of the project and report progress and potential roadblocks to the regional chair, project partners and IEDRC governing bodies.

16. Evaluate data to ensure partners are meeting project timelines and achieving key milestones; and disseminate to project partners and other stakeholders through agreed upon channels.
17. Provide routine updates to the consortium regarding performance of the project including consolidating and editing quarterly narrative reports from information provided by partner colleges to the fiscal agent, preparing an annual summary report and sharing best practices and lessons learned.
18. Acquire, contract, monitor, and evaluate clinical sites for nursing courses and student experiences. Provide a consistent contact person within the Nursing Department to manage student placement through collaboration with colleges, universities, hospitals, clinics, community placements and long-term care/skilled nursing facilities.
19. Ensure faculty meet the credentialing requirements of assigned facilities and that all required paperwork is submitted to the clinical facilities within required timeframes
20. Visit clinical agencies contracted through the district during clinical rotations and document the findings of each visit; communicate with each clinical facility Nurse Educator to ensure site assignments are in accordance with the semester's schedule; identify and discuss any concerns.
21. Ensure clinical placements are finalized prior to the start of each semester; prepare and distribute Master Calendar.
22. Solicit feedback from clinical facility partners, faculty and students on the appropriateness of placement for the achievement of student outcomes. Compile and analyze clinical data to participate in the preparation and development of goals.
23. Ensure compliance with the California Board of Registered Nursing regulations regarding clinical placements for Associate Degree Nursing students. Gains knowledge of clinical requirements for Allied Health programs and assists with placement of students.

KNOWLEDGE AND ABILITIES

Knowledge of:

California Board of Registered Nursing, Board of Vocational Nursing and Psychiatric Technicians and California Board of Public Health, Licensing and Certification rules and regulations; state and federal grant audit procedures; California community colleges mission, student population, structure, governance process, mandates, policies and procedures; ; Inland Empire and other regional needs; methodology of research and assessment; project management; student development; resources and services for students, particularly those from traditionally disadvantage backgrounds; current practices in faculty and staff professional development; Strong Workforce, Vision for Success, and other Chancellor Office initiatives

Ability to:

Plan, organize, and meet timelines; prepare, edit, and revise publications and flyers; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships; meet the public with courtesy and tact; interact with students, staff, partners in planning and conducting public relations activities; manage major projects breaking them down into task definitions, task assignments, task completion measures and task follow-up; create and maintain project budgets from overall financial plans through use of computer spreadsheets; work closely and cooperatively with all regional and campus constituents including faculty, staff, administration, students, community members, media representatives; use interpersonal skills including tact, patience and diplomacy.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

Bachelor's Degree from accredited institution and three (3) years' experience in project management or workforce management experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

DESIRABLE QUALIFICATIONS

- Master's Degree in a health-related field.
- Community College Experience.
- Workforce Development Experience.
- Familiarity with and understanding of the economic, political and cultural dynamics shaping the Inland Empire.
- The ideal candidate will be an experienced professional with a passion for the job, able to employ unique and culturally competent marketing techniques and able to drive creativity and enthusiasm in others.
- The ideal candidate should also have the ability to initiate and maintain solid external and internal partner relationships and to have familiarity and understanding of the economic, political and cultural dynamics shaping the Coachella Valley and the Inland Empire.

WORKING CONDITIONS

Environment: Office environment with interruptions. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Driving a vehicle to conduct work as necessary. Evening and weekend assignments travel within and out of state will be required.

EMPLOYMENT STATUS

Categorically Funded Classified Administrator
Classified Administrator

Leadership Salary Schedule Row VI

Approval: September 20, 2019