

JOB ANNOUNCEMENT: Assistant Director for Training and Development

About the position: If you want to spearhead a training and technical assistance department for a healthcare organization committed to social justice, this is the job for you! We have developed IMPaCT, a nationally-recognized, evidenced-based Community Health Worker (CHW) model, and there is growing demand from organizations across the country to replicate the model in their communities. We're looking to hire a highly-organized, energetic, creative, individual to develop relationships, programs and capacity with and for our partner organizations. You will provide training and technical assistance to help organizations to adapt and adopt the IMPaCT model; consult on troubleshooting problems; design and develop tools and products to scale our work; and hire, train and supervise other trainers to meeting growing demand for our services. This is a key leadership role in a fast-growing organization.

About the organization: Penn Center for Community Health Workers is a center of excellence for CHW research, patient care and dissemination. Our IMPaCT model, which has been featured on National Public Radio and the New York Times, has served more than 7,000 people in Philadelphia. The program is proven to improve primary care access, chronic disease control, and mental health while reducing hospital admissions by 30%. More than 1,000 organizations have accessed our tools (chw.upenn.edu) and we provide technical assistance to help organizations create, launch and sustain effective CHW programs. We are part of the University of Pennsylvania Health System, which provides competitive salaries and exceptional benefits, including an annual tuition benefit.

Key Duties and Responsibilities:

The Assistant Director for Training and Development directs our training activities and is a key member of our dissemination team, helping lead the technical assistance and consulting components of our work across the country with other healthcare and community organizations. (S)he will:

- Help organizations adapt the IMPaCT model to their local communities
- Design and build products, including multimedia content for our online library of CHW best practices, to help scale our work
- Consult with partner organizations to troubleshoot challenges and improve performance
- Hire, train and supervise trainers to effectively and engagingly deliver our content
- Train new CHWs and Managers to work effectively in their roles
- Organize convenings to promote shared learning and networking of IMPaCT partners
- Assist in sales and marketing efforts

Skill and Experience Required:

- At least five years of experience managing large-scale implementation projects and supervising others
- Highly organized; able to juggle multiple projects and meet deadlines with exceptional attention to detail
- Excellent interpersonal and communication skills to build and sustain a wide range of relationships across multiple levels of leadership
- Ability to thrive in a dynamic organization, where flexibility and entrepreneurial thinking are valued
- Passion for improving the lives of low-income individuals
- Availability to travel on a regular basis (25-50% of time) to work on-site at partner locations
- Bachelor's degree required; Master's degree in social work, public health or public policy preferred
- Familiarity with behavioral health, healthcare and/or social service systems preferred

To Apply:

Send cover letter and resume to Chanel Ortiz (chanel.ortiz@uphs.upenn.edu) with subject line "Asst Director."

Please label attachments as follows:

"LastnameFirstname_ADcoverletter"

"LastnameFirstname_ADresume"