



NEVADA RURAL HOSPITAL PARTNERS

WORKFORCE PROGRAM MANAGER

FLSA CLASSIFICATION: Full Time, Exempt

REPORTS TO: President

JOB SUMMARY:

The Workforce Program Manager's primary responsibility is to promote the Nurse Apprentice Program at qualifying facilities and nursing schools by in-person meetings, outreach, and promotional materials throughout the State of Nevada. In addition, the Workforce Program Manager will be required to develop performance measures and report outcomes to the Department of Health and Human Services Division of Public & Behavioral Health. Travel throughout the State of Nevada is required. This position is grant funded with the potential for career advancement within Nevada Rural Hospital Partners (NRHP).

RESPONSIBILITIES:

- Promotes the Nurse Apprentice Program with qualifying facilities and nursing schools
- Develops and presents the Nurse Apprentice Program promotional materials
- Reports performance measures and outcomes on a quarterly basis
- Tracks the number of nursing students accessing the Nurse Apprentice Program
- Compares the number and type(s) of healthcare facilities utilizing the Nursing Apprentice Program and percentage of change between reporting periods
- In-person, onsite visits to schools and facilities throughout the State of Nevada
- Analyzes the retention rates of Nurse Apprentice staff at chosen healthcare facility following graduation and licensure
- Gains knowledge of ongoing NRHP grants

QUALIFICATIONS:

- Bachelor's degree in program management, healthcare administration, business or related field required
- Four (4) years of progressively responsible, professional communications experience preferred
- Program development and support experience required
- Hospital and/or skilled nursing facility experience desirable
- Strong presentation and persuasive skills required
- In-state travel with overnight trips required 25%+/- of the time. Must have a valid driver's license and good driving record.
- Extensive knowledge of MS Outlook, MS Word, MS Excel and MS PowerPoint. Adobe program knowledge a plus
- Demonstrated ability to work effectively with a wide range of people with varying levels of expertise
- Results oriented
- Solid work history



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SKILLS:

- Must be a quick learner with the ability to develop new skills and embrace new responsibilities
- Projects a professional image and is well-respected by the members and others with whom he/she comes in contact while representing NRHP
- Highly productive person who is a self-starter of uncommon motivation and who is routinely proactive in recognizing and solving problems
- Is computer proficient and knows the principles of social media and website content
- Excellent analytical and organizational skills
- Excellent verbal and written communication skills
- Comfortable with complexity and can deal with a multitude of issues concurrently
- Is highly credible and consistently demonstrates integrity
- Communicates effectively with the NRHP President regarding the status of his/her work, concerns, priorities, accomplishments, etc.

COMPENSATION AND BENEFITS:

- \$60,000 - \$65,000 annual salary
- Health, dental, vision and life insurance 100% paid for the employee
- 403(b) with 4% employer match and immediate full vesting
- Paid time off (10 days of vacation, 12 days sick and 9 holidays provided annually)
- Monthly cellphone reimbursement
- Opportunity for career advancement within the organization

PHYSICAL DEMANDS:

- Frequently maintains a stationary position for a long period of time
- Constantly operates computer equipment while working
- Must be able to operate a car at full attention on the road for two or more hours in frontier and rural Nevada
- Frequent verbal communication with staff and program participants
- Must be able to comfortably lift 5-10 lbs.