

Healthcare Credential Pathways Coordinator

Colorado Department of Higher Education

POSTING DATE: January 4, 2023
CLOSING DATE: Open until filled
COMPENSATION: \$60,000-65,000/annually

DESCRIPTION OF JOB:

The purpose of this position is to support the development and actualization of stackable healthcare credential pathways for direct care and long-term care workers to high demand, high wage positions. The role includes working with stakeholders to evaluate and crosswalk learning related to industry and other non-degree credentials, along with other work-based and credential learning, to the knowledge and competencies required for various certificate and degree programs and higher wage healthcare jobs. Stakeholders and potential partners include other state agencies, business and industry representatives, non-governmental and non-profit organizations, and institutions of higher education. The position reports to the Director of Credential Pathways and Prior Learning Initiatives and works within the Department's Academic Affairs and Student Success team and in collaboration with the Community College System, the Department of Labor and Employment, and HCPF. Recognizing worker/learners often move through their careers in non-linear ways, this position is charged with building at least four stackable credential pathways for direct care and long-term care workers to high-demand, high-value careers at scale. These pathways will allow for multiple on-ramps to different occupations, including formal and non-formal postsecondary education, work-based learning experiences such as apprenticeship, and credit for prior learning opportunities for worker/learners to gain momentum while saving time and money in credential attainment.

This is a full-time (1.0 FTE) limited term position funded through the Colorado Department of Health Care Policy with funding through September 30, 2024. This position is GRANT FUNDED through September 30, 2024 through an Interagency combination of federal and state grants and is contingent upon funding.

Essential Duties & Responsibilities

- Support the Director in developing at least four stackable credential pathways for direct care and long-term care workers to high-demand, high-value healthcare careers at scale
- Collect data from higher education institutions and non-higher education training providers to inform development of healthcare-specific stackable credential pathways as well as a framework for evaluating the quality of non-degree credentials and their inclusion in high value stackable pathways
- Facilitate and engage in stakeholder convenings for the development of frameworks and pathways across the healthcare industry, such as behavioral health, allied health, and nursing
- Engage with subject matter experts to develop crosswalks from work-based skills, knowledge and competencies of direct care and long-term care workers to industry certifications and postsecondary microcredentials/badges, courses, certificates, and degrees.

- Serve as a liaison to college and university faculty, employers, workforce experts, industry partners and other stakeholders, providing regular communication on updates and opportunities to engage
- With the director and other members of the pathways team, ensure forward progress in the development of at least four stackable healthcare credential pathways and that milestones are met along the project timeline

QUALIFICATIONS:

Competencies

- Ability to function as a professional representative of the Department and communicate a clear understanding of how stackable healthcare credential pathways align with the Department's goals
- General understanding of the K-12, postsecondary, and/or industry credentialing landscape in Colorado, including how knowledge, skills, and competencies are assessed, validated, and combined into degrees, certificates, professional licenses, and other credentials and awards
- Excellent verbal and written communication skills
- Strong organizational skills and detail oriented
- Ability to work independently as well as part of a team
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, and PowerPoint
- Knowledge of higher education and workforce development, career pathways, or work-based learning/training concepts is valued
- Knowledge of careers in healthcare, particularly direct care and/or long-term care, is desired

Experience

- Two years' work experience in K-12, higher education, corporate training and development, or the non-profit sector focused on either the intersection of education and work or on the K-12 to higher education pipeline or equivalent relevant experience
- The ideal candidate will have professional and/or academic experience in one or more of the following areas:
 - Project management
 - Grant management
 - Data management
 - Work-based learning
 - Credit for prior learning
 - Interinstitutional credit transfer
 - Healthcare career pathways

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, printers, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangements made with supervisor during normal office hours of Monday–Friday 8-5. Flexibility in work location outside of the Denver metro area but Colorado residency is required. Occasional in-person obligations in the Denver area and required travel to other areas of Colorado.

Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this role. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees

who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.