



## **CareerWork\$ Medical Instructor Job Opening**

### **Position Summary**

CareerWork\$ Medical is an 8-week training program provided to largely low-income and other marginalized communities for the purpose of securing entry-level employment in non-clinical roles within the Healthcare industry. Training is provided in a hybrid format, where some portions are held in-person, while others are delivered online.

SE Works is seeking a full time CareerWork\$ Medical Instructor to deliver in-person and online training to participants of the program utilizing an existing curriculum and training materials, to ensure each program participant has the competence and confidence to present themselves as a qualified and committed candidate for entry-level, non-clinical positions in the medical field. The Instructor collaborates with other program staff to participate in the recruitment, evaluation and screening of candidates for program enrollment and to assist students in identifying strengths to overcome barriers leading to success. The Instructor is also responsible for updating and developing the program curriculum; developing and maintaining relationships with hospital/healthcare provider recruiters and hiring personnel; and working with community partners such as WorkSource, DHS, and other Community Based Organizations.

The Instructor will work closely with healthcare employers to ensure that we are aware of any changes in roles/positions, success indicators, and required skills to make sure our graduates are meeting the evolving needs of healthcare organizations. The Instructor will also develop and implement activities and services that enhance the program; provide direction around marketing and event planning; and make other program changes as needed and approved.

### **Position Requirements**

- Bachelor's degree in social services, social work, education, or related field desired. An equivalent combination of experience and education will be considered.
- Two to three years of professional adult training experience (trainer, teacher, instructor, or educator). Experience delivering online training through use of a Learning Management System (LMS) a plus, but not required.
- Knowledge of the hospital and healthcare industry required.
- Experience in recruiting, assessing, enrolling, career coaching and job placement.
- Strong customer service orientation and results oriented.
- Experience engaging employers in order to meet hiring needs.
- Excellent communication skills – in person, by phone, and electronically (including virtual means, such as Zoom, Google Meet, or other platforms).
- Excellent written skills.
- Excellent presentation skills.
- Excellent time management skills and ability to get the job done.
- Excellent computer software skills and comfort with using technology.
- Calm and organized approach to work and deadlines.



- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages, styles and cultural backgrounds.
- Ability to create strong working relationships with employers and workforce partners.
- Excellent organizational and interpersonal skills.
- Ability to work independently and as part of a team.

SE Works offers a competitive salary, paid benefits, a retirement plan, and paid time off, and a hybrid work schedule, among other benefits.

**Position Details**

- Status: Full Time, Exempt
- Salary: \$52,000

If interested, please send a resume and cover letter to [hr@seworks.org](mailto:hr@seworks.org).

**Submission Deadline: Open until filled.**