



# HEALTH CAREERS OPPORTUNITY PROGRAM

*A PROGRAM OF THE OREGON HEALTH CAREER CENTER*

## AmeriCorps HCOP 9<sup>th</sup>/10<sup>th</sup> Grade Program Coordinator

### **POSITION DESCRIPTION**

The HCOP 9<sup>th</sup>/10<sup>th</sup> Grade Program Coordinator (PC) will coordinate & deliver our health careers exploration & high school success program to 9<sup>th</sup> & 10<sup>th</sup> grade students from disadvantaged families at five Willamette Valley high schools. Program activities include after-school academic support workshops, academic advising, & field studies to colleges & health organizations. The PC will also recruit & support volunteer health professionals to share their career paths with youth. Additionally, the PC will collaborate with OHCC staff to coordinate and act as the Lead Mentor in our academic summer program for high school seniors. The PC will be trained in volunteer recruitment and management, cultural competency & working with high school youth.

### **ESSENTIAL RESPONSIBILITIES**

- Research resources, interests & needs of youth and families involved in the program.
- Conduct outreach activities to publicize program activities and recruit students & volunteers (classroom visits, meetings, signs, etc.).
- Prepare for & deliver established curriculum to 9<sup>th</sup> & 10<sup>th</sup> grade high school students bi-weekly.
- Revise curriculum as needed.
- Collaborate to design a training model for curriculum delivery.
- Advise high school students on their academics and high school success strategies.
- Coordinate and chaperone student field studies to local colleges and health care organizations.
- Recruit, train & support volunteers to present health career pathways to students.
- Develop forms and signage for volunteer and youth activities (sign-in sheets, directions, etc.).
- Collaborate with other HCOP staff to coordinate summer academy program for high school seniors.
- Mentor seniors enrolled in summer academy program.
- Track program participant & volunteer information and activities in HCOP program database.
- Complete general office duties related to position (mailings, phone calls, etc.); limited to 10%.
- Complete & submit in a timely manner all OSSC/AmeriCorps required reports & time sheets.
- Attend OSSC/AmeriCorps sponsored orientation, trainings, meetings & disaster response.

### **DESIRABLE QUALIFICATIONS**

- An independent, self-motivated, creative and resourceful individual who enjoys inspiring and motivating diverse groups of youth.
- Experience working with youth in educational programs.
- Experience and/or desire to collaborate with school administrators and community leaders.
- Experience and/or desire to recruit and manage volunteers.
- Strong organizational and interpersonal communication skills.
- Availability for a flexible schedule, including some evenings and/or weekends.
- A cooperative manner and the ability to work as part of a team.
- Bi-lingual in Spanish and English is preferred.
- Comfortable with computers, proficient with Windows Office Suite and database programs. Adobe Suite (Photoshop, InDesign) experience preferred.
- Valid driver's license and good driving record. (Company vehicle provided for program travel.)
- Must complete and pass criminal background check.

## **EXPERIENCE AND TRAINING**

Requires high school diploma or equivalent. Bachelor's degree is preferred.

## **SCOPE OF SERVICE**

This is an AmeriCorps position, which runs from September 1, 2010 to July 29<sup>th</sup>, 2011. In return for 1,700 hours of service, the AmeriCorps member will receive a \$5,350 education award for future tuition or payment on qualified student loans (taxed), a living allowance ( \$11,800 over 11 months, which is taxed), medical insurance, loan forbearance on qualified student loans and child-care (if qualified). On average, this is a 40-hour per week position. Generally, hours are Monday thru Friday, although some occasional weekends are required. You or your driver must have a valid driver's license and provide proof of insurance. You must be willing to travel off-site to conduct workshops. Our offices, meeting spaces and vehicles are non-smoking environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the general duties.

## **THE AGENCY**

The **Oregon Health Career Center (OHCC)** is a private, nonprofit organization that works closely with the education and healthcare communities to address Oregon's healthcare workforce shortage issues, with a particular emphasis on diversity. We develop and operate programs for adult learners, and health career and academic programs for k-16 students. We are particularly interested in diversifying the workforce to more accurately reflect the demographic composition of our State's population. We serve all of Oregon and Southwest Washington from our offices in Wilsonville, OR.

## **HEALTH CAREERS OPPORTUNITY PROGRAM DESCRIPTION**

The Health Careers Opportunity Program (HCOP) supports underrepresented students to achieve their dreams of entering and graduating from college to become healthcare professionals. HCOP provides college preparation, academic advising, and health career exploration to high school students through interactive after school and summer academy programs. HCOP helps jump-start college students into successful college experiences by connecting them with campus-based services and facilitating social networks among health professions students from similar ethnic & economic backgrounds.

## **TO APPLY**

**Application is encouraged by July 9th, 2010.** Please complete and submit the AmeriCorps application at [http://www.americorps.gov/for\\_individuals/ready/index.asp](http://www.americorps.gov/for_individuals/ready/index.asp). Make sure you select the OSSC Oregon Health Career Center HCOP 9<sup>th</sup>/10<sup>th</sup> Grade Program Coordinator position. Please also submit your resume and a cover letter to:

**Oregon Health Career Center  
ATTN: Sarah Andersen  
25195 SW Parkway Avenue, Suite 204  
Wilsonville, Oregon 97070  
Phone: (503) 682-1300 ext. 102 Fax: (503) 682-1311  
Email: [sandersen@ohcc.org](mailto:sandersen@ohcc.org)  
Web address: [www.ohcc.org](http://www.ohcc.org)**

*It is the policy of Oregon Health Career Center to provide equal employment opportunity to all employees and applicants for employment without regard to an individual's race, color, religion, age, sex, national origin, sexual orientation, physical or mental disability, marital status, or veteran status.*