Position Title: Workforce Development Coordinator

Percentage Time: 100% Time (1 FTE)

Direct Report: Training and Curriculum Design Manager

General Description: The Workforce Development Coordinator is responsible for what is referred to internally as the HRSA (Health Resources and Services Administration) Level I and II coordination. This role will have a specific emphasis on the registered apprenticeship program (aka level II). Developing workforce partnerships and collaboration through the 28 statewide workforce development boards is integral to the success of this position.

Major Responsibilities:

- Create a timeline for application dates, meetings and trainings for each cohort.
- Coordinate the application process with each new cohort of the HRSA grant (this process requires exporting of application data from Via Hope’s backend system).
- Apply established scoring and assessment of cohort applications, including coordination with placement sites.
- Provide written notification to all applicants of status after scoring completed.
- Monitor progress of cohort applicants.
- Coordinate communication with grant partners relative to new cohort and applications.
- Facilitate monthly and quarterly meetings with partners and participants.
- Facilitate and coordinate orientation meetings at the beginning of the cohort.
- Distribute IdentoGo (fingerprinting) coupon codes and TCB vouchers (certification).
- Manage data coordination from partner locations.
- Oversee onboarding and implementation of Peer Support for new placement sites.
- Serve as point person between partner sites and supervision, if needed.
- Issue participant level 1 agreements.
- Distribute letters and certificates of completion to cohorts.
- Coordinate the implementation of the apprenticeship program.
- Collaborate with community partners to coordinate placement for field hours (250 required for certification).
- Collaborate with community partners to coordinate apprenticeship placement.
- Serve as the mentor for all the registered apprentices and facilitate monthly meetings.
- Responsible for data entry of apprentices to the Department of Labor RAPIDS (registered apprenticeship Partners Information database system) at the beginning and end of the apprentice program.
- Serve as liaison between level I and level II programming.

Education Requirements:
Bachelors’ degree in a relevant discipline and two years’ professional experience in a project management role; experience in areas related to job responsibilities may be substituted for formal education.
Required Qualifications:
- Excellent organization skills
- Strong Excel spreadsheet skills
- Knowledge of program planning, implementation, and evaluation
- Excellent written and oral communication skills
- Recovery-oriented philosophy of behavioral health
- Working knowledge of standard office software

Preferred Qualifications:
- Experience working with the public mental health system in Texas
- Workforce Development experience within an apprenticeship program
- Bilingual
- Texas Certification Board issued Peer Specialist Credential
- Master's Degree

Working conditions:
Work from home office environment. Some overnight travel and occasional extended work hours.

Via Hope offers competitive salaries and a benefits package.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the employer. Additionally, this position is grant funded and is not guaranteed to continue. If chosen for employment there will be a two-year grant period with continuation reviewed on an annual basis.

Salary Range:
55K-62K based on background and experience.

How to Apply:
Applicants can send their resumes and cover letters to jobs@viahope.org. Subject line should read “Workforce Development Coordinator.” Open until filled.