



JOB DESCRIPTION

Job Title:	Director of Workforce Development	Department:	Rural Health Issues
Incumbent:		Reports to:	Assistant Vice President
Employment Date:			
Exempt Position			

The Tennessee Center for Health Workforce Development (TCWD) is a non-profit organization that seeks to improve the health of Tennesseans by guiding healthcare workforce development in the state. TCWD's focus areas include recruiting and placing primary care physicians in shortage areas, providing incentive money to medical residents in exchange for a commitment to work with underserved populations, providing incentive funds to hospitals and community health centers to attract qualified caregivers, matching medical residents with rural rotations, addressing nursing issues and educating Tennessee students about the healthcare professions. TCWD is a subsidiary of the Tennessee Hospital Association.

JOB SUMMARY:

The Director of Workforce Development (DWD) is responsible for a wide range of duties in support of advancing TCWD's mission to lead healthcare workforce development in Tennessee. The DWD manages the Doctors and Communities Initiative, launches new initiatives and services, streamlines existing projects and improves operational efficiency. In addition, the DWD identifies, pursues and maintains opportunities to form strategic partnerships in support of TCWD goals and to increase statewide community engagement.

ESSENTIAL FUNCTIONS OF THE JOB: (listed in order of importance) List your principal accountabilities; identify what you do, what end results you are accountable for, and how you measure your success.

1. The ability to adapt to a changing work environment and meet challenges presented throughout the day

2. Manage the Doctors and Communities Initiative, including fostering name recognition and interest in TCWD incentives within in-state primary care residency programs, psychiatric nursing programs, psychiatry programs, partner organizations, practice sites and in-house hospital recruiters
 - i. Engage and educate residents, hospitals, clinics, recruiters, deans, directors, Tennessee governmental staff, graduate medical education (GME) administrators and others about TCWD incentives
 - ii. Connect one-on-one with candidates interested in the Residency Incentive (formerly Stipend), Behavioral Health Incentives and the Community Incentive and assist applicants with questions about the process
 - iii. Match candidates to jobs and stay connected with both the candidate and potential employer throughout the recruiting life cycle
 - iv. Develop a pipeline with in-state practice sites that will communicate job opportunities for inclusion in the TCWD database
 - v. Regularly connect with TCWD alumni and develop and implement retention strategies
 - vi. Encourage community engagement in support of incentives and candidates, including exploring matching gifts and community welcome events
3. Identify opportunities to form strategic partnerships in support of TCWD's mission and cultivate such relationships
 - i. Research and identify organizations that can partner with TWCD to advance initiatives
 - ii. Cultivate organizations and individuals whose strategic mission aligns with TCWD and identify ways to partner
 - iii. Develop and maintain effective relationships with state and national organizations and government officials
 - iv. Facilitate meetings with partners
 - v. Speak publicly at partner events
4. Provide staff support to the Residency Incentive Committee and Community Incentive Committee
 - i. Schedule annual meetings
 - ii. Consult with the chairperson of each committee to develop the meeting agendas
 - iii. Work with the TCWD Executive Assistant to remind committee members about upcoming meetings and distribute meeting materials
 - iv. With the TCWD Data Manager, attend TCWD Board and committee meetings to answer questions, provide analysis of applications, report on incentive candidates and take meeting minutes
 - v. Compile meeting minutes timely
5. Assist in the build out of the Nursing and Allied Health Initiatives
 - i. Educate nurse leaders about initiatives and pilot programs developed or sponsored by TCWD
 - ii. Administer pilot programs as requested
 - iii. Manage nurse leader collaborative groups in Middle and East Tennessee
 - iv. Assist with other allied health and nursing initiatives as requested, including statewide meeting participation and facilitation

6. Assist with other TCWD initiatives and events, including:
 - i. Introduce middle and high school students to healthcare careers and educational training opportunities in Tennessee
 - ii. Educate partners, policy makers, students and others about TCWD initiatives, workforce needs in the state, GME and other relevant topics
 - iii. Assist with brand and marketing projects as needed
 - iv. Assist the TCWD Workforce Network Development Director with relationship building, clinical rotation placement and Pipeline Initiative projects as needed
7. Must be available for out of town travel, including overnight, approximately 25 percent of the time, be able to drive an automobile and maintain a valid driver's license. Travel may include, but not be limited to:
 - i. Visiting Tennessee medical schools, residency programs, partner organizations, hospitals, clinics and other practice sites across the state
 - ii. Exhibiting at local and national industry conferences to increase TCWD visibility with partners, leaders and the medical profession
 - iii. Attending local and national conferences to develop knowledge of rural health issues and best practices in clinician recruitment and retention
8. Make recommendations for additional resources needed to successfully develop TCWD programs and initiatives
9. Must be available in the office during regular office hours unless job responsibilities require otherwise.

MARGINAL JOB FUNCTIONS:

1. Stay abreast of issues and resources that affect workforce development on the federal and state levels
2. Participate and/or lead committees, webinars and conference calls
3. Attend state and national meetings relevant to healthcare workforce and/or the referral and placement of healthcare clinicians with underserved populations
4. Assist with research, writing and editing of white papers, grant applications, webinars, videos or other pieces that TCWD produces
5. Assist with projects as assigned

SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:

1. Exceptional interpersonal skills
2. Sales mindset
3. Effective public speaking skills
4. Excellent written and verbal communication
5. Strong project management skills
6. The ability to work on several projects simultaneously
7. Independent problem-solving ability
8. Strategic and critical thinking skills
9. Ability to analyze information and data and translate into action items

10. Literate in Microsoft Office Suite, including; Outlook, Word, Excel and PowerPoint
11. Effective meeting facilitation skills

EDUCATIONAL AND EXPERIENCE REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:

1. Bachelor's degree required
2. Minimum of two years of relevant professional experience
3. Experience working in sales, healthcare, graduate medical education or medical recruiting preferred but not required

LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:

None

DIMENSIONS:

Dollar value:

Volume:

Number of people supervised (direct reports): None

ORGANIZATIONAL STRUCTURE: (Positions reporting directly to you, if any, and their areas of responsibility)

None

GUIDANCE & DIRECTION: (Policies, precedents or procedures that guide your work)

1. Recruitment and Retention Policies
2. No-cost contract with the State of Tennessee Bureau of TennCare
3. Contractual obligations to the four Tennessee GME medical schools
4. Bylaws of TCWD
5. TCWD Marketing and Communications Plan

PHYSICAL REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:

1. Lifting: 10 lbs. Explanation: Exhibit materials
 2. Carrying: 10 lbs. Exhibit materials
 3. Pushing/Pulling: 10 lbs. Cart with exhibit materials
 4. Use of Equipment: (Machines, tools) Phone, computer, copier, writing utensil
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	<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not at All</i>	<i>Explanation</i>
5. Sitting	X				
6. Standing			X		
7. Walking			X		
8. Bending			X		Helping set up exhibits
9. Stooping			X		Helping set up exhibits
10. Crawling				X	
11. Climbing				X	
12. Reaching Above Head				X	
13. Grasping a. One hand b. Both hands		X	X		Computer mouse, phone, writing utensil and driving
14. Fine Manipulating: a. One hand b. Both hands		X X			Typing

A. ENVIRONMENTAL REQUIREMENTS:

	<i>Continuously</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not at All</i>	<i>Explanation</i>
1. Exposed to marked changes in temperature				X	
2. Outside work.				X	
3. Exposure to dust, fumes, odors, water, etc.				X	
4. Exposure to biological, mechanical, electrical and/or chemical hazards				X	
5. Normal (inside) environment	X				

B. SENSORY REQUIREMENTS:

	<i>Necessary</i>	<i>Not Necessary</i>	<i>Explanation</i>
1. Eyesight a. Normal/Corrected b. Close eye work c. Other	X X		Must be able to read printed information and information on computer screen, sometimes fine print, and be able to drive
2. Hearing a. Normal tones b. Soft tones c. Other	X	X	Must be able to communicate with others in person and via phone
3. Speaking	X		Must be able to communicate with others in person and via phone
4. Distinguish Smells		X	
5. Distinguish Temperatures by: a. Touch b. Proximity		X X	

THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.